

CALIFORNIA WELFARE-TO-WORK GRANT PROGRAM

SOLICITATION FOR PROPOSAL GENERAL ANNOUNCEMENT

Governor's 15 Percent Special Project Funds

April 1999

SOLICITATION FOR PROPOSAL

GOVERNOR'S WELFARE-TO-WORK

15 PERCENT SPECIAL PROJECT FUNDS

SIGNIFICANT DATES

Solicitation for Proposal Release.....April 20, 1999

Bidders' Conferences May 3-17, 1999

Intent to Submit Application (optional) June 1, 1999

Proposal Submission Deadline..... June 30, 1999, 3 p.m.

Evaluation and Scoring..... July - August 1999

Site Visits.....August 1999

Award Announcements September 1999

Contracts Finalized..... September 1999

WELFARE-TO-WORK SOLICITATION FOR PROPOSAL

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CALIFORNIA'S WELFARE-TO-WORK SOLICITATION FOR PROPOSAL

I. OVERVIEW

A. Introduction

The Employment Development Department (EDD) announces the second round of competitive grants under the Governor's 15 percent Welfare-to-Work (WtW) grant program. In California, a Solicitation for Proposal (SFP) process is the manner in which the Governor's 15 percent WtW grant funds will be made available to all non-profit organizations, for-profit organizations, private entities, and public entities. Specific regulations governing allowable activities and participant eligibility can be reviewed and downloaded from the web sites provided in Appendix A—Internet Addresses.

The purpose of this SFP is to provide the funding and impetus to allow local entities to explore innovative service delivery models that respond to the needs of their constituents, while achieving the WtW goals set forth in the California 1999 WtW State Plan. Applicants are encouraged to submit innovative approaches that illustrate coordinated community efforts and the applicant's capacity to move hard-to-employ California Work Opportunity and Responsibility to Kids (CalWORKs) program recipients into self-sustaining employment.

A "work first" philosophy will necessitate employer involvement both in the planning and implementation phases of projects proposing to create transitional employment assistance. Applications should depict a coordinated work first approach that considers employer and job seeker needs, as well as solutions to meet those needs. Therefore, the private sector's involvement will be essential if we are to move hard-to-employ CalWORKs recipients and noncustodial parents into lasting unsubsidized jobs. A work first approach involves quick job placement through a strategy requiring welfare clients to participate in work activities for an increasing number of hours while limiting the extent to which these education and training services can be counted as a work activity. Proposals should clearly illustrate how the Governor's 15 percent WtW grant funds will support the work first philosophy, strengthen linkages with business, economic development practitioners and supportive service agencies, as well as create job opportunities for hard-to-employ individuals.

This SFP includes all of the information, and the forms needed to apply for a Governor's 15 percent WtW grant and describes the conditions under which applications will be received, reviewed, and funded. Specific instructions regarding the format to be used and other technical requirements are contained in Section V—Proposal Instructions for this SFP.

B. Background

In 1996, Congress enacted House of Representatives (H.R.) 3734, the Personal Responsibility and Work Opportunity Reconciliation Act that consolidated the Aid to Families with Dependent Children (AFDC), Emergency Assistance, and Job Opportunities and Basic Skills programs into the Temporary Assistance for Needy Families (TANF) program. California then passed Assembly Bill (AB) 1542, enacting the CalWORKs program. This bill implemented the federal TANF program in California, beginning January 1, 1998. The CalWORKs program provides counties maximum flexibility in designing and implementing their TANF programs to meet local needs.

In August 1997, President Clinton signed H.R. 2015, the federal Balanced Budget Act of 1997. H.R. 2015 supplemented TANF with an additional \$3 billion and created the WtW grant program for hard-to-employ TANF recipients (\$1.5 billion in each of Federal Fiscal Years 1998 and 1999). The Department of Labor (DOL) is responsible for administering and distributing the WtW grants at the federal level. The DOL issued a WtW Interim Final Rule dated November 18, 1997, which implemented the WtW grant provisions of Title IV, Part A of the Social Security Act as amended by the enactment of the Balanced Budget Act of 1997. The Interim Final Rule, which provides the administrative framework for the WtW program, stipulates that not less than 85 percent of the State's allotment must be distributed to the 52 Service Delivery Areas (SDA). Title 20 of the Code of Federal Regulations (CFR) Section 645.410 includes the proviso that:

“...of the funds allocated to the State, up to 15 percent of the funds may be retained at the State level to fund projects that appear likely to help long-term recipients of assistance enter unsubsidized employment....”

As provided in Title 20 CFR Section 645.410 of the Interim Final Rule, the Governor has elected to withhold approximately 15 percent of the State's WtW grant funds. These funds will be used for special projects to assist hard-to-employ welfare recipients in obtaining unsubsidized employment (See Title 20 CFR Sections 645.200, 645.210, 645.211, 645.220, and 645.410 of the Interim Final Rule). Each project will be required to meet the targeting provisions as described in Title 20 CFR Sections 645.211-645.213. These provisions mandate that a minimum of 70 percent of the funds in each WtW grant must be used to serve eligible hard-to-employ individuals as described in Section 645.212. Furthermore, no more than 30 percent of the funds in each grant may be used to serve individuals with characteristics predictive of long-term welfare dependence, as described in Title 20 CFR Section 645.213.

In March 1998, the California Legislature passed AB 382 that enacted provisions implementing the WtW grant program in California. These provisions have since been incorporated into the California Unemployment Insurance Code (CUIC) at Division 3, Part 1, Chapter 3: Welfare-to-Work Grant Program. The EDD was

designated by the Governor as the state agency responsible for the administration of California's WtW grant program.

Specific provisions of CUIIC, Division 3, Part1, Chapter 3: Welfare-to-Work, required EDD to:

- Distribute the 15 Percent Special Project Funds;
- Take into consideration the needs of rural areas in distributing the 15 percent funds;
- Certify that WtW local plans demonstrate collaboration between local workforce development partners and local economic development organizations; and
- Prepare an annual report on the effectiveness of the program and the status of the funds allotted to the State.

In May 1998, the State of California distributed the first round of the Governor's 15 Percent WtW grant funds on a competitive basis using an SFP process. This solicitation process will again be used and special consideration will be given to projects that take into account the needs of rural areas. Consideration will also be given to the degree in which the proposal is in the best interest of the State and to the degree that it fills an unmet community need.

Proposed projects must be coordinated with local CalWORKs plans, as well as demonstrate a consistent approach to welfare reform as outlined in California's 1999 WtW State Plan. This approach will ensure prudent use of the Governor's 15 Percent WtW grant program funds while assisting California in meeting statewide goals.

California has made significant investments in developing a statewide One-Stop Career Center System featuring universal access. Coordinating the design and delivery of services of local WtW projects, in conjunction with services available from other workforce preparation practitioners and the private sector, will provide WtW clients with equitable access to the resources and services of the existing employment and training system. Specific efforts to coordinate with these centers are encouraged, as the formation of such mutually beneficial partnerships will leverage local resources.

Successful integration of CalWORKs and DOL WtW services will require continued ongoing collaboration efforts between the EDD and California Department of Social Services at the state level. Local project success will depend on the operating entity's ability to institute local mechanisms for the identification and referral of CalWORKs clients. Although access to suitable CalWORKs clients is critical, local mechanisms designed for the referral of CalWORKs clients must be consistent with the requirements set forth under Title 20 CFR Section 645.214.

C. State Plan

The California 1999 WtW State Plan for Federal Fiscal Year (FFY) 1999, describes the process in which 15 percent funds were used during FFY 1998, and provides guidance for the expenditure and uses of the Governor's 15 percent WtW grant funds to be distributed for FFY 1999.

To accomplish statewide goals, California remains committed to the use of a coordinated service delivery system. However, given the diversity of the 58 counties within the State, it is recognized that, no single service strategy can be applied statewide. Consistent with guidelines developed during the first year of the Governor's 15 Percent WtW grant program, California's approach for distributing second year funding will continue to be dependent upon local determination and accountability.

II. ELIGIBLE APPLICANT AND FUNDING INFORMATION

The limited amount of grant funds available for WtW projects does not permit the building of new social service infrastructures. Therefore, an important piece of all competitive grants will be the applicant's ability to clearly demonstrate the project's connectivity to existing services and agencies.

The Governor's 15 Percent grant funds are intended to fill gaps in local service delivery that would not be otherwise addressed. Proposed projects are expected to use creativity and innovation to help eligible individuals obtain long-term unsubsidized employment and self-sufficiency. Communication and coordination with the Private Industry Councils (PIC) and County Welfare Departments (CWD) is required in the planning and development of proposals. The proposed activities must be consistent with community WtW efforts and address unmet needs. Final funding decisions will be based on how responsive the application is to the circumstances in a respective community.

A. Who Can Apply

Eligible applicants include, but are not limited to:

- Colleges and/or Universities (Private)
- Colleges and/or Universities (Public)
- Community-based Organizations
- County/City Governments
- Disability Community Organizations
- Faith-based Organizations
- Housing Agencies
- Labor Organizations
- Native American Tribe/Organizations
- One-Stop Systems
- Private Industry Councils
- Private Sector Employers
- Transportation Agencies

Private entities are encouraged to apply for Governor's WtW 15 Percent Grant funds. In Title 20 CFR Section 645.500, a private entity is defined as "...any

qualified organization, public or private, which is neither a PIC nor a political subdivision of a State.” Although private entities include both for-profit and non-profit organizations, individuals are not eligible to apply. To ensure that adequate coordination with ongoing WtW formula programs occurs, all applications will include a certification from the local PIC(s) and CWD(s) that the activities are consistent with, and coordinated with, the WtW efforts of the PIC and CWD. Requests for funding from PICs or CWDs must include the rationale as to why a proposed project would not be funded through allocated WtW formula funds or other CalWORKs funding.

B. Funding Availability

The EDD is making available approximately \$19 million to fund exemplary projects in California that develop strategies to move hard-to-employ CalWORKs recipients into lasting unsubsidized jobs. The State anticipates funding 20 to 25 WtW grant proposals. Project funding will not be restricted to a minimum or maximum amount. Project costs should reflect identified needs. The number and dollar amounts of final awards will be contingent on the number of applications and the final negotiated amount of awards. Approved project funding will be distributed through EDD’s subgrant agreement process. A copy of the subgrant general provisions is provided in Appendix F—General Provisions.

Grant funds will not be available for longer than a two-year expenditure period. Projects funded by this SFP are anticipated to begin by October 1, 1999. It is expected that the planned performance period for most projects will be between 18-24 months. No obligation or commitment of funds will be allowed beyond the grant period of performance. Any grant funds not spent during the contract period will be returned to the State.

Contract payments will be made through an incremental reimbursement method and will be based on the accomplishment of negotiated performance goals. These goals will consist of measurable benchmarks determined during the contract negotiation period. WtW Directive WD99-3, Benchmarks and Subgrant Availability – WtW 15 Percent, dated February 17, 1999, provides further information on benchmark achievements and may be located and downloaded from EDD’s web page (see Appendix A—Internet Addresses). Based on the individual needs of project operators, funding may be made available for the immediate cash needs necessary for program start-up.

III. GRANT INFORMATION

A. General Requirements

The Job Training Partnership Division (JTPD) within EDD will review and negotiate grant proposals and grant funds, review projects, and provide technical assistance when needed. As the fiscal agent for California’s DOL WtW grant program, EDD must ensure that WtW subgrantees comply with all state and federal statutory and regulatory requirements pertaining to the implementation of the Governor’s 15

Percent WtW grant funds. Funded grantees must comply with all regulations, directives, policies, procedures, and amendments issued pursuant to the WtW grant program. Refer to Appendix F, General Provisions, for complete general contractual requirements.

B. Minimum Requirements

1. Submit one original, with original signatures, and five copies of the signed proposal. Proposals must be received by 3 p.m. on June 30, 1999.
2. Proposal must be in the following format:
 - In 12-point font size or larger;
 - Single-spaced;
 - Single-sided;
 - Pages numbered sequentially; and
 - Single staple or clipped (no binding).
3. All proposals submitted must propose to serve eligible applicants through allowable activities as described in Title 20 CFR 645.
4. Agency directors or their authorized designees must sign all proposals.
5. The following forms must be submitted in the specified order and completed in accordance with the instructions provided in Section V—Proposal Instructions.
 - Proposal Summary
 - Certification of Content
 - Flowchart of Proposed Services
 - Map of Service Area
 - Narrative (limited to 15 pages)
 - Project Line Item Budget
 - Planned Quarterly Expenditures
 - Additional Project Resources
 - Planned Quarterly Participants
 - Project Performance Goals
 - Certification of Liability Insurance
 - Welfare-to-Work Community Partnership Letter of Agreement (if applicable)
 - Private Industry Council Review and Comment
 - County Welfare Department Review and Comment
 - Attachments (limited to 10 pages)

If the applicant is unable to obtain comments from the affected PIC(s) and/or the CWD(s), information describing the efforts undertaken to consult with these entities, and that sufficient opportunity was provided to them for review and comment, must be included when submitting the proposal to EDD. Sufficient opportunity for the PIC/CWD review and comment shall mean at least 15

calendar days. Applications submitted without PIC and CWD comments or evidence that they were given sufficient opportunity to respond, will be deemed ineligible.

C. Constraints

Funds may not be used to:

- Support activities which would be provided in the absence of these funds;
- Cover costs which are not appropriate and reasonable for the operation of the grant;
- Acquire equipment which is not necessary for the operation of the grant; or
- Reimburse project-related costs incurred prior to the effective date of the grant award.

Administrative costs associated with these grants will be limited to 13 percent of total grant funds expended. The WtW Grants; Interim Final Rule adopts the Job Training Partnership Act (JTPA) definition of the term “administrative costs.” The JTPA definition states that administrative costs include all direct and indirect costs (including the salaries and fringe benefits of project directors, program analysts, supervisors, and other administrative positions), including those of subrecipients and contractors, necessary to effectively administer the program. The WtW Grants Interim Final Rule incorporates an exception that specifically excludes from the administrative cost category, the cost of computer hardware and software that is used for tracking and monitoring of participants under a WtW grant. Only the cost of the computer hardware and software is excluded, not the salaries and wages of the staff who use the computers.

D. Performance

The state performance goals as outlined in the California 1999 WtW State Plan are:

- To place at least 45 percent of WtW grant program clients in unsubsidized employment;
- That at least 70 percent of the participants placed into unsubsidized employment should be employed six months after placement; and
- That the average wage at six-month follow-up should increase by 10 percent over the average wage at placement for participants who remain employed for six months.

The overall state goals, as referred to in the State Plan, are provided as a point of reference for applicants when reviewing their local goals. The State recognizes that local performance goals may differ from those in the State Plan. The establishment of local goals will assist the project operator and the State in developing benchmarks. Local program designs may vary significantly and necessitate

flexibility in determining performance goals. This may be especially true for projects that do not directly result in employment outcomes, such as transportation projects. If a proposed project contains nontraditional performance goals, the proposal should describe how they were derived.

E. Reporting/Monitoring/Closeouts

The EDD will require a standardized reporting system to be used by all service providers. The State will provide the technical support for establishing connectivity to the EDD Job Training Automation system, which will be utilized for all reporting.

Pursuant to Title 20 CFR Section 645.235(c)(3), the costs of any informational technology (computer hardware and software) needed for tracking or monitoring under a WtW grant may be charged as a program cost.

1. Reporting

Applicants selected as grantees will be required to provide monthly and quarterly expenditure and participant reports, as well as financial and performance reports at the end of the grant period (closeout) and data required for evaluation purposes. The WtW participant and expenditure data elements are designed to provide critical information for the WtW program evaluation.

The DOL and Department of Health and Human Services (DHHS) are jointly responsible for issuing the participant and expenditure reporting requirements for the WtW grant program. California has developed a reporting system to collect data submitted by the WtW grantees that enables the State to report the data to DOL and DHHS. The JTPD has issued the reporting requirements in a series of WtW information bulletins that can be found at EDD's WtW Internet site: <http://www.edd.cahwnet.gov/wtowcom.htm>.

The following is a list of the WtW information bulletins that contain reporting requirements:

- WB99-15—Welfare-to-Work Reporting
- WB99-14—Interim WtW Forms Completion Instructions
- WB98-33—Welfare-to-Work File Layouts
- WB98-25—Welfare-to-Work Client Forms Handbook
- WB98-22—Draft Welfare-to-Work Client Forms
- WB98-16—Draft Welfare-to-Work Summary of Expenditure and Interim Participant Report Forms

2. Monitoring

The EDD's responsibilities include ensuring effective implementation of each 15 Percent WtW grant project in accordance with the state and federal law, the regulations, the provisions of this announcement, and the negotiated grant

agreement. Applicants should assume that EDD staff will conduct at least two on-site project reviews. These reviews will focus on project performance in meeting the grant's programmatic goals for:

- Participant outcomes;
- Participant eligibility compliance requirements;
- Expenditure of grant funds on allowable activities;
- Integration with other resources and service providers in the local area; and
- Responsiveness and effectiveness of the services being provided.

Program managers will be made available to assist program operators in establishing effective management systems and facilitating the monitoring process. Technical assistance will also be provided through the use of directives, information bulletins, capacity building activities, and other appropriate activities.

3. Closeout

Closeout reports will be due 45 days after the expiration of the project. Closeout of the project occurs when the operational date of the project expires. The closeout report consists of the submission of a Closeout Status of Cash Report, Closeout Summary of Expenditures Report, and Final Participant Report. Detailed instructions and reporting forms will be provided within 45 days of the expiration of the project to ensure timely reporting.

F. Proposal Review and Grant Award Process

The EDD will conduct the Minimum Criteria Requirements review. Proposals that meet the minimum requirements will be forwarded to peer review teams for evaluation and scoring. The peer review teams will consist of representatives of organizations involved in the delivery, design, or oversight of workforce preparation programs. Partnerships submitting the most competitive grant proposals will be subject to a site visit for the purpose of validating information submitted by the applicant. Upon completion of this grant review process, recommendations for funding will be forwarded to the Governor's Office for award announcements.

G. Evaluation

All proposals meeting the minimum criteria will be evaluated and scored based on how well the following components are addressed.

Unmet Needs—25 points

The proposal should document a gap in services and discuss how the gap will be filled by the proposed services. A maximum of 25 points will be awarded to proposals based on the degree the applicant documents the unmet need in its community. Refer to detailed instructions in Section V—Proposal Instructions.

Proposed Strategies—25 points

This section should address how you plan on filling the unmet need identified above. Your plan should include how the transition of the target population into unsubsidized employment and self-sufficiency will occur. This may involve a discussion of your “business plan/strategy,” and the extent of the involvement of employers in the design of service strategies and commitments to hire participants. A maximum of 25 points will be awarded to proposals that illustrate best how proposed strategies will accomplish the stated goals. Refer to detailed instructions in Section V—Proposal Instructions.

Local Collaboration and Sustainability—25 points

This section should discuss local agreed-upon mechanisms that ensure eligible applicants are served by the proposal. A critical component of this section will be your ability to describe local commitments that will create project sustainability. A maximum of 25 points will be awarded to proposals based on the extent and quality of local partnerships and recruitment procedures. Refer to detailed instructions in Section V—Proposal Instructions.

Demonstrated Capability—15 points

A maximum of 15 points will be awarded based on the entities demonstrated ability to serve the proposed target group. This will include the readiness of the project to initiate the enrollment of participants, and the timeliness for the start-up of the proposed services. In addition, your success in serving the client group will be evaluated. Refer to detailed instructions in Section V—Proposal Instructions.

Outcomes—10 points

The goals and objectives of the proposed project are the expected outcomes. The proposal should provide measurable outcomes. A maximum of 10 points will be awarded based on the reasonableness of the proposed outcomes of the project and the likelihood that the proposed project will result in the proposed outcomes. Refer to detailed instructions in Section V—Proposal Instructions.

Bonus

Bonus points will be awarded for projects that propose to target special groups, i.e., victims of domestic violence, populations with limited English proficiency, Migrant Farm Workers, Native American Tribes/Organizations, NonCustodial Parents, Residents of Public Housing and populations with substance abuse problems.

Additional bonus points will be awarded to projects that propose to serve clients in rural areas as defined in Appendix B—Glossary of Terms.

H. Selection

The legislative intent for competitive grant funds is to create a funding stream that provides the impetus for local entities to develop innovative projects that are community-based and responsive to the circumstances of each local community. Applications will be evaluated on their connection and responsiveness in fulfilling the documented needs of the community in which they propose to serve. Final awards will include consideration on the overall quality of the proposal, readiness of the applicant to implement the proposed plan, and the proposal's contribution to the State's effort in bringing about welfare reform.

I. Rejection of Proposal

A proposal shall be rejected prior to scoring if it:

- Is received at any time after 3 p.m. on June 30, 1999;
- Is incomplete or fails to meet the SFP specifications;
- Does not include a Certification of Content Form signed by the authorized representative;
- Is not prepared in the format described; or
- Contains false or misleading statements or references which do not support an attribute or condition contended by the applicant. The application shall be rejected if, in the opinion of the State, such information was intended to erroneously mislead the State in its evaluation of the application.

IV. SOLICITATION PROCESS

A. Bidders' Conferences

A total of six bidders' conferences will be held to assist local efforts in the development of competitive 15 Percent WtW grant proposals. Sessions are scheduled in Northern California, Central California, the San Francisco Bay Area, the Los Angeles Area, and San Diego. Any qualified entity that anticipates submitting a proposal is urged to attend one of these sessions. Additional bidders' conferences may be scheduled based on the responses received from the Notice of Intent to Submit a Proposal. Attendees will receive an overview of the SFP and will have an opportunity to ask questions relating to the SFP requirements and process. Questions may be faxed to the EDD WtW Coordination Unit at (916) 654-7921 or asked at the bidders' conferences. The bidders' conferences are scheduled to begin at 9 a.m. and end at 12 p.m.

Following each bidders' conference, a general grant writing assistance workshop will be conducted from 1 to 3 p.m.

Dates and locations are listed below. To participate, pre-register by close of business on **May 1, 1999**. When you pre-register, indicate whether you will also be attending the grant writing assistance workshop. Fax the address and telephone number, of those planning to participate to (916) 654-7921. Registration will not be confirmed.

May 3, 1999 Oakland Airport Holiday Inn 500 Hegenberger Road Oakland, CA 94621 (510) 562-5311	May 5, 1999 Redding DoubleTree Hotel 1830 Hilltop Drive Redding, CA 96002 (530) 221-8700	May 7, 1999 Four Points Sheraton Hotel 808 M Street Fresno, CA 93726 (559) 226-2200
May 10, 1999 Humphrey's Half Moon Inn 2303 Shelter Island Drive San Diego, CA 92106 (619) 224-3411	May 12, 1999 WestCoast Anaheim Hotel 1855 South Harbor Blvd. Anaheim, CA 92802 (714) 750-1811	May 17, 1999 Burbank Hilton Hotel 2500 Hollywood Way Burbank, CA 91505 (818) 843-6000

B. Notice of Intent

If you intend to submit a proposal, please complete the Notice of Intent To Submit a Proposal form, and return it no later than **June 1, 1999**.

The Forms and Instructions Supplement is available in electronic format. You can download the forms at <http://www.edd.cahwnet.gov/wtowcom.htm>, request the forms via e-mail at JTPDLIB@edd.ca.gov (include the words "Welfare Grant" in the e-mail subject line), or indicate your preference on the Notice of Intent to Submit a Proposal form.

C. Proposal Deadline

The deadline for receipt of proposals is **3 p.m. on June 30, 1999**, to the addresses listed below (Section D—Where to Apply). A postmark is not relevant to satisfying the deadline. Therefore, any proposal mailed must be received by the EDD Contract Services Group, regardless of when it was postmarked, by 3 p.m., Wednesday, June 30, 1999. There is no appeal for not meeting the closing date as specified.

The EDD Contract Services Group will accept hand-delivered and courier-delivered proposals between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays and state holidays, up to the final filing date and time.

LATE PROPOSALS WILL NOT BE ACCEPTED.

D. Where to Apply

Hand Delivered Proposals

Employment Development Department
Contract Services Group
ATTN: Welfare-to-Work
722 Capitol Mall, Room W2099
Sacramento, CA 95814

Mail Delivery

Employment Development Department
Contract Services Group
ATTN: Welfare-to-Work
P.O. Box 826880, MIC 62-C
Sacramento, CA 94280-0001

Courier Service/Overnight Mail

Employment Development Department
Contract Services Group
ATTN: Welfare-to-Work
800 Capitol Mall, MIC 62-C
Sacramento, CA 95814

Due to the need for an original signature, proposals may not be faxed, or electronically transmitted.

For further information and clarification, contact the WtW Coordination Unit at (916) 654-7961.

E. NOTICE OF INTENT TO SUBMIT A PROPOSAL

If you intend to submit a proposal for the WtW 15 percent grant funds, please complete and mail or fax the Notice of Intent to Submit a Proposal form below by **June 1, 1999** to:

Employment Development Department
Job Training Partnership Division
Attn: Don Migge
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001
Fax (916) 654-7921

The information from this form will be used to update our mailing list for future grant solicitations and other planning purposes. The submission of this form does not obligate your organization to submit a proposal and failure to submit this form will not disqualify you from submitting a proposal.

The proposal forms and instructions are available in both paper and electronic format. To obtain a copy of the instructions and forms you can:

- Download the forms at <http://wwwedd.cahwnet.gov/wtowcom.htm>;
- E-mail a request for a diskette of the forms to JTPDLIB@edd.ca.gov; or
- Request electronic versions of the Proposal and Instructions on diskette by completing and faxing the form provided below.

Applicant:		Contact Person:	
Address:		Telephone:	
		Fax:	
		E-Mail Address:	
Type of Organization (Please check only one):			
Electronic Forms Request <input type="checkbox"/> E-Mail <input type="checkbox"/> Diskette—Microsoft Word 97 only			
<input type="checkbox"/> College and/or University (Private)	<input type="checkbox"/> Labor Organization		
<input type="checkbox"/> College and/or University (Public)	<input type="checkbox"/> Native American Tribe/Organization		
<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> One-Stop System		
<input type="checkbox"/> County/City Government	<input type="checkbox"/> Private Industry Council		
<input type="checkbox"/> Disability Community Organization	<input type="checkbox"/> Private Sector Employer		
<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Transportation Agency		
<input type="checkbox"/> Housing Agency	<input type="checkbox"/> Other		
Project Service Area (Please Check only one):			
<input type="checkbox"/> Urban Service Area		<input type="checkbox"/> Rural Service Area	

NOTE: Please **do not** mail an original if you have faxed us a copy.

Welfare-to-Work 15 Percent Solicitation for Proposal Instructions and Forms Supplement

**Prepared by the
Job Training Partnership Division**

April 1999

V. PROPOSAL INSTRUCTIONS

This section contains line item instructions for completing the required forms of the Governor's Welfare-to-Work (WtW) 15 Percent Solicitation for Proposal (SFP).

A. PROPOSAL SUMMARY

1. Applicant Information

Complete the following information in the corresponding box:

- Legal Name—of organization applying for funds;
- Address—where mail may be sent;
- Applicant Contact—name of person who may be called if there is a question concerning the proposal;
- Telephone, Fax , and E-mail address of the proposal contact; and
- Type of Organization—check the box next to the category of organization that best describes your organization. If another category is appropriate please describe it on the "Other" line. Please check only one box.

2. Proposed Project

Complete the following information for the proposed project:

- Funds Requested—Amount of funds requested with this proposal;
- Matching Funds (Non-Federal Only)—Amount of proposed/planned non-federal matching funds for this project;
- Number of Participants to be Served—Number of planned participants to be served by this project; and
- Project Beginning and Ending Dates—The planned beginning and ending dates of this project. To be responsive, all planned project start-up dates should be October 1, 1999, or no later than 30 days from funding announcements.

3. Target Group

Please check the box that best describes your target group. Only one box should be checked. If you are not targeting one of these specific groups, please check the "General Application" box. Applications with more than one box checked will be considered "General Application."

4. Project Service Area

Check the box that best describes whether the proposed project service area is in an urban or rural area. Determinations of rural or urban should be based on the map submitted of your service area. The definition of rural service area is listed in Appendix B—Glossary of Terms. If the project service area is not located entirely in

a rural area, urban must be checked. Pursuant to CUIIC Division 3, Part 1, Chapter 3: Welfare-to-Work Grant Program, projects in rural service areas are subject to additional consideration.

List the CWDs and PICs that have jurisdiction over any part of the proposed service area.

B. CERTIFICATION OF CONTENT

1. Executive Summary

Briefly describe the proposed project in 100 words or less. The program summary should include a work first approach, target population(s) and how you will recruit participants. It is understood that participants will be eligible and all regulations will be followed (do not quote the regulations). Do not exceed the space provided.

2. Checklist

A checklist is provided to assist the applicant and State to ensure all required documents are submitted with the proposal. Make sure the checklist reflects completed documents only.

3. Signature

Type the name, title, and telephone number of the person authorized to submit the proposal. The person authorized to submit the proposal must sign and date the Certification of Content form.

C. FLOW CHART OF PROPOSED SERVICES

Include a flowchart that clearly illustrates how clients will move through your proposed project and the services they will receive. Flowcharts should depict major activities provided by this grant; where and from whom a client will enter your project; and where and to what outcome a client will exit your program. A sample flowchart is provided in the forms supplement. Please use it as a guide only.

D. MAP OF SERVICE AREA

A map of the proposed service area must be included in all proposals. The map should be an area map that includes the boundaries of your service area, the PIC(s), and CWD(s) contained in this area. This map should provide a clear picture of which PICs and CWDs are required to comment on your proposal. A sample map is provided in the forms supplement.

E. NARRATIVE – (Limited to 15 pages)

This section provides you with the opportunity to provide a vision of where your project is going and what services will be provided. You should include resources, time frames, and the methodology you will use to accomplish your goal. Be sure to include verifiable statistics that help demonstrate your need for the requested

funding. Use comparative statistics and research when possible. Focus your need on the geographic area and target population you are proposing to serve. The narrative is your opportunity to describe the needs of your community and how you will fulfill those needs. Listed below are the points of the narrative that will be used to evaluate a proposal's responsiveness to the SFP.

1. Unmet Needs

- Describe the target group and service area your proposal will serve. Identification of the target group should include documentation of each group's employment barriers. Include the characteristics of your target group and what specific barriers have prevented the group from joining the workforce in the past. Identification of the service area should include a geographic description, as well as specific reasons why the target group has not been placed into permanent jobs.
- Describe why your proposed target group is not adequately being served by the existing regional/local infrastructure. This should include a discussion of other projects funded by WtW competitive grants, as well as formula grants allocated in your proposed service area. A case should be built for the needs of individuals left on welfare after other local agencies serving welfare clients have exhausted their resources. Proposals received from PICs or CWDs should include rational why additional funds are necessary to serve the targeted client group.
- Describe how your proposal will successfully bridge the gap in services identified in your proposal (fill the gap).
- Document the percent of long-term (30 months or more) CalWORKs recipients and the poverty rate in your proposed service area. All source documents must be verifiable. Your local social services agency should be able to provide you with information on poverty levels, as well as information specific to the CalWORKs population.
- Include the unemployment rate in the proposed service area and document the source of information. The designated workforce development agency at the State or local level may be able to supply information regarding the unemployment rate in the area you intend to serve.

2. Proposed Strategies

- Describe in detail how your project will transition the target group into unsubsidized employment and attain self-sufficiency. This may include an inventory of the jobs in your service area that are available for the population that you intend to serve and how those jobs will eventually lead to wages and benefits that are high enough to provide self-sufficiency.
- Describe the comprehensive service process that will be available to participants and identify the organizations that will be involved to assist you in providing specific services/activities. Where vouchers for services are to be used, describe the process by which vouchers will be distributed and redeemed, including who

will be eligible, how amounts of vouchers will be determined, and how the grantee will ensure that quality services are being provided.

- Describe the work activities you will provide for the proposed target group to meet the work first approach and how you plan to coordinate with the PIC/CWD.
- Document how employers were involved in the design of service strategies and implementation of the proposed project. Letters of commitment from employers to hire participants should be attached to the proposal.
- Proposals that provide transportation and/or child care services must include a description of why those services are not otherwise available.

3. Local Collaboration and Sustainability

- Describe any joint planning, policy development, and linkages with the local PIC, CWD, One-Stop Career Center, employers, supportive service agencies, and economic development agencies.
- Describe your recruitment process. Where will you get your clients?
- Describe the process that will be used to document eligibility of the participants and the role that CWDs will play in this process.
- Describe the extent of local collaboration and any resources that will be directed to sustain the project beyond the life of this project funding.
- Identify any partners who commit matching and/or leveraged funds to the project. Include a letter from those partners detailing this commitment as an attachment to this proposal. Letters of support will not document a commitment.

4. Demonstrated Capability

- If you have received WtW funding, document the success of your current program by discussing your experience in serving the proposed target group. A discussion of your planned and actual expenditure of funds and planned and actual service to participants is a necessary component to document the success of your project.
- If you have not received WtW funding in the past, describe your experience in serving the proposed target group.
- Describe your ability to accept fiscal liability for federal grant funds and your ability to track and report the progress of your stated outcomes. This should include a description of the system you have in place to safeguard these funds.
- Discuss your ability to begin the project immediately. This includes the time required to obtain board approvals necessary to execute the subgrant agreement, hire staff, recruit clients and document eligibility.

5. Outcomes

- Describe proposed outcomes of your project and how those outcomes were derived. If your project includes employment, retention, and earning goals, provide these goals. If the project is not directly tied to employment, describe what performance measures will be used and how these measures were derived. All performance outcomes must be measurable.
- Describe how the proposed project will result in the proposed outcomes.

F. PROJECT LINE ITEM BUDGET

Indicate the amount of planned expenditures by expense item and cost category. Be sure to include total administration and program costs by line item. The Administration and the Program column total should equal the total amount requested.

G. PLANNED QUARTERLY EXPENDITURES

The Planned Quarterly Expenditure form requires project expenditures by the quarter ending dates listed. Quarter totals should reflect cumulative expenditures through September 30, 2001.

Indicate the planned amount of expenditures each quarter by cost category. The total of line items A1, Administrative Expenditures and A2, Program Expenditures must total line A, Total Expenditures. The sum of lines B1, and B2 must total line A2, Program Expenditures.

H. ADDITIONAL PROJECT RESOURCES

List the source and amount of funds that will be used as leverage and/or match in the Additional Project Resources chart. Additional project resources may include both monetary contributions and in-kind contributions.

Attach documentation of no more than three additional project resources that demonstrate the funds or in-kind contribution committed. Documentation may be a letter, resolution, or other evidence of commitment or award from the contributing source. The dollar amount of the contribution or value of in-kind contribution must be included in the letter of commitment. A letter of support does not constitute a commitment.

I. PLANNED QUARTERLY PARTICIPANTS

Quarterly Participants—Estimate the cumulative number of participants to be served for each quarter, the number of participants enrolled in the program that were already employed in unsubsidized employment, and the number of participants that will enter unsubsidized employment for each quarter of the program.

Planned Enrollment by Activity—Estimate the cumulative number of participants to be served in each activity in the proposed project by quarter. Participants may be

enrolled in multiple activities, therefore the totals in I 2 may not sum to 1a, Total Participants Enrolled.

Totals by quarter will reflect cumulative project totals.

J. PERFORMANCE GOALS WORKSHEET

As previously stated, the State recognizes that individual program performance goals may differ somewhat from those in the California 1999 WtW State Plan due to innovation. This may be especially true for projects not directly resulting in employment outcomes. Applicants must describe what their outcome goals will be in regard to their specific program. If program goals differ from the three state goals, the proposal should clearly explain what the individual program goals are and how they were determined.

Complete the Performance Goals Worksheet with planned performance goals specific to your project. Keep in mind goals and objectives will be the outcomes of your proposed services. Document a clear picture of all the important steps you will take to accomplish each objective. Your "Business/Project Plan" should have established comprehensive timelines detailing major tasks, milestones, and products to be completed using WtW funds. Organize major performance goals in quarterly increments and list on the Performance Goals Worksheet with planned completion dates and how the goal was derived (why is it important).

K. CERTIFICATE OF LIABILITY INSURANCE

Include a current copy of your Certificate of Liability Insurance (see sample).

L. WELFARE-TO-WORK COMMUNITY PARTNERSHIP LETTER OF AGREEMENT

If your proposal involves a partnership, this letter is a sample of the agreement that may be used to establish the partnership, the fiscal agent, and point of contact (see sample).

M. PRIVATE INDUSTRY COUNCIL REVIEW AND COMMENT

Each PIC in the proposed service area must review the proposal, provide comments, and sign the form. If you have more than one PIC in your project area, you must include a form for each PIC. The PIC may attach additional pages as needed. The additional pages will not count against the maximum number of attachments allowed.

If the applicant is unable to obtain comments from the affected PIC(s), information must be included that describes the efforts which were undertaken to consult with these entities, and that sufficient opportunity was provided to them for review and comment, prior to the project being submitted to EDD. Sufficient opportunity for the PIC review and comment shall mean at least 15 calendar days. Applications submitted without PIC comments or evidence that they were given sufficient opportunity to respond, will be deemed ineligible.

N. COUNTY WELFARE DEPARTMENT REVIEW AND COMMENT

Each CWD in the proposed service area must review the proposal, provide comments, and sign the form. If you have more than one CWD in your project area, you must include a form for each CWD. The CWD may attach additional pages as needed. The additional pages will not count against the maximum number of attachments allowed.

If the applicant is unable to obtain comments from the affected CWD(s), information must be included that describes the efforts which were undertaken to consult with these entities, and that sufficient opportunity was provided to them for review and comment, prior to the project being submitted to EDD. Sufficient opportunity for the CWD review and comment shall mean at least 15 calendar days. Applications submitted without and CWD comments or evidence that they were given sufficient opportunity to respond, will be deemed ineligible.

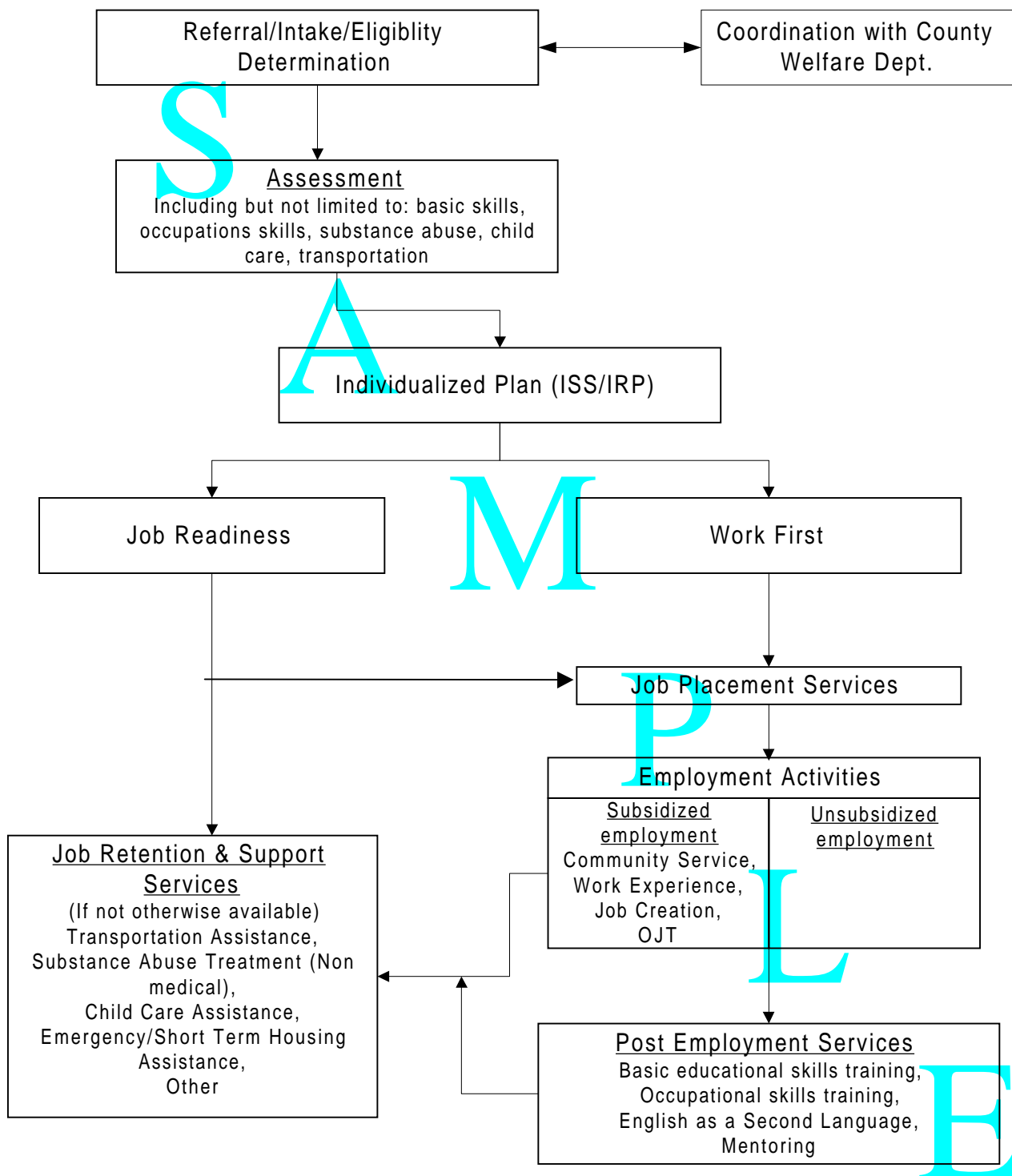
A. PROPOSAL SUMMARY

1. Applicant Information (Refer to V.(A)(1) for instructions)																
Legal Name:																
Address:		Applicant Contact:														
		Telephone:														
		Fax:														
		E-Mail Address:														
<p>Type of Organization (Please check only one):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> College and/or University (Public)</td> <td><input type="checkbox"/> Labor Organization</td> </tr> <tr> <td><input type="checkbox"/> College and/or University (Private)</td> <td><input type="checkbox"/> Native American Tribe/Organization</td> </tr> <tr> <td><input type="checkbox"/> Community-Based Organization</td> <td><input type="checkbox"/> One-Stop System</td> </tr> <tr> <td><input type="checkbox"/> County/City Government</td> <td><input type="checkbox"/> Private Industry Council</td> </tr> <tr> <td><input type="checkbox"/> Disability Community Organization</td> <td><input type="checkbox"/> Private Sector Employer</td> </tr> <tr> <td><input type="checkbox"/> Faith-Based Organization</td> <td><input type="checkbox"/> Transportation Agency</td> </tr> <tr> <td><input type="checkbox"/> Housing Agency</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>			<input type="checkbox"/> College and/or University (Public)	<input type="checkbox"/> Labor Organization	<input type="checkbox"/> College and/or University (Private)	<input type="checkbox"/> Native American Tribe/Organization	<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> One-Stop System	<input type="checkbox"/> County/City Government	<input type="checkbox"/> Private Industry Council	<input type="checkbox"/> Disability Community Organization	<input type="checkbox"/> Private Sector Employer	<input type="checkbox"/> Faith-Based Organization	<input type="checkbox"/> Transportation Agency	<input type="checkbox"/> Housing Agency	<input type="checkbox"/> Other _____
<input type="checkbox"/> College and/or University (Public)	<input type="checkbox"/> Labor Organization															
<input type="checkbox"/> College and/or University (Private)	<input type="checkbox"/> Native American Tribe/Organization															
<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> One-Stop System															
<input type="checkbox"/> County/City Government	<input type="checkbox"/> Private Industry Council															
<input type="checkbox"/> Disability Community Organization	<input type="checkbox"/> Private Sector Employer															
<input type="checkbox"/> Faith-Based Organization	<input type="checkbox"/> Transportation Agency															
<input type="checkbox"/> Housing Agency	<input type="checkbox"/> Other _____															
2. Proposed Project (Refer to V.(A)(2) for instructions)																
Funds Requested	\$ _____															
Matching Funds (Nonfederal only)	\$ _____															
Number of Participants to be Served	_____															
Project Beginning and Ending Dates	_____ to _____															
3. Target Group Please check only one (Refer to V.(A)(3) for instructions)																
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Domestic Violence (only)</td> <td><input type="checkbox"/> Noncustodial Parents (only)</td> </tr> <tr> <td><input type="checkbox"/> Limited English Proficiency (only)</td> <td><input type="checkbox"/> Residents of Public Housing (only)</td> </tr> <tr> <td><input type="checkbox"/> Migrant Farm Workers (only)</td> <td><input type="checkbox"/> Substance Abuse (only)</td> </tr> <tr> <td><input type="checkbox"/> Native American Tribe/Organizations (only)</td> <td><input type="checkbox"/> General Application</td> </tr> </table>			<input type="checkbox"/> Domestic Violence (only)	<input type="checkbox"/> Noncustodial Parents (only)	<input type="checkbox"/> Limited English Proficiency (only)	<input type="checkbox"/> Residents of Public Housing (only)	<input type="checkbox"/> Migrant Farm Workers (only)	<input type="checkbox"/> Substance Abuse (only)	<input type="checkbox"/> Native American Tribe/Organizations (only)	<input type="checkbox"/> General Application						
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<input type="checkbox"/> Migrant Farm Workers (only)	<input type="checkbox"/> Substance Abuse (only)															
<input type="checkbox"/> Native American Tribe/Organizations (only)	<input type="checkbox"/> General Application															
4. Project Service Area (Refer to V.(A)(4) for instructions)																
<input type="checkbox"/> Urban Service Area		<input type="checkbox"/> Rural Service Area														
County Welfare Department	Private Industry Council															
_____	_____															
_____	_____															
_____	_____															
_____	_____															

B. CERTIFICATION OF CONTENT

Applicant Name:		
1. Executive Summary - 100 words or less (Refer to V.(B)(1) for instructions)		
2. Checklist (Refer to V.(B)(2) for instructions)		
Minimum Criteria	Included in Proposal	State Use Only
Flowchart of Proposed Services	<input type="checkbox"/>	
Map of Service Area	<input type="checkbox"/>	
Narrative (limited to 15 pages; 12 point font size; single spaced; single	<input type="checkbox"/>	
Project Line Item Budget	<input type="checkbox"/>	
Planned Quarterly Expenditures	<input type="checkbox"/>	
Matching Funds	<input type="checkbox"/>	
Planned Quarterly Participants	<input type="checkbox"/>	
Performance Goals Worksheet	<input type="checkbox"/>	
Private Industry Council Review and Comment	<input type="checkbox"/>	
County Welfare Department Review and Comment	<input type="checkbox"/>	
Partnership Letter of Agreement (if applicable)	<input type="checkbox"/>	
Attachments (limited to 10 pages)	<input type="checkbox"/>	
3. Signature (Refer to V.(B)(3) for instructions)		
To the best of my knowledge and belief, all information in this proposal is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.		
Typed Name of Authorized Representative	Title	Telephone Number
_____ Signature	_____ Date	

C. FLOWCHART OF PROPOSED SERVICES



D. MAP OF SERVICE AREA



Target Area

Private Industry Council Coordination

Anaheim
Selaco
Long Beach
Santa Ana

County Welfare Department Coordination

Riverside
Orange
Los Angeles

E. NARRATIVE

1. Unmet Need
2. Proposed Strategies
3. Local Collaboration and Sustainability
4. Demonstrated Capability
5. Outcomes

F. PROJECT LINE ITEM BUDGET

(Refer to V.(F) for instructions)

Applicant Name:			
Expense Item	Administration	Program	Total
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Facilities and Communications			
Office Supplies			
Equipment and Furniture			
Tuition Payments/Vouchers			
Testing & Instructional Materials			
Participant Wages & Fringe Benefits			
On-the-Job Training			
Supportive Services/Job Retention Services			
Indirect Cost			
Hardware/Software for Tracking Participants			
Other:			
Total			

G. PLANNED QUARTERLY EXPENDITURES

(Refer to V.(G) for instructions)

Applicant Name:								
Fiscal Quarter Ending Date								
	Dec. 1999	Mar. 2000	Jun. 2000	Sep. 2000	Dec. 2000	Mar. 2001	Jun. 2001	Sep. 2001
A. Total Expenditures								
1. Administration Expenditures								
2. Program Expenditures								
B. Program Expenditures by Activities								
1. Job Readiness								
2. Job Placement								
3. Community Service								
4. Work Experience								
5. On-the-Job Training								
6. Job Creation								
7. Post-Employment Services								
8. Job Retention/Support Services								
9. Individual Development Accounts								
10. Other (Describe)								

H. ADDITIONAL PROJECT RESOURCES

(Refer to V.(H) for instructions)

Applicant Name:					
Source	Amount	Inkind	Cash	Letter of Commitment Attached	
				Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. PLANNED QUARTERLY PARTICIPANTS

(Refer to V.(I) for instructions)

Applicant Name:								
Fiscal Quarter Ending Date								
Quarterly Participants	Dec. 1999	Mar. 2000	Jun. 2000	Sep. 2000	Dec. 2000	Mar. 2001	Jun. 2001	Sep. 2001
1. Total Participants Enrolled								
2. Unsubsidized Employment at Time of Enrollment								
3. Total Placed in Unsubsidized Employment								
Planned Enrollments by Activity								
1. Job Readiness								
2. Job Placement								
3. Community Service								
4. Work Experience								
5. On-the-Job Training								
6. Job Creation								
7. Post-Employment Services								
8. Job Retention/Support Services								
9. Individual Development Accounts								
10. Other:								

J. PERFORMANCE GOALS WORKSHEET

(Refer to V.(J) for instructions)

Applicant Name		
Planned Performance Goals/Outcomes		
Performance Goal Description	Goal	Description of how the goal is derived <i>(Attach additional pages as necessary.)</i>

K. Certification of Liability Insurance

A. ANCHOR™		CERTIFICATE OF LIABILITY INSURANCE			DATE	
PRODUCER All-California Insurance Company 123 Main Street Suite Real #1 California USA 55555 Telephone 916-55555			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Governor's 15% Awardees of California Second Round PO Box 123 Wherever, California			COMPANIES AFFORDING COVERAGE			
			COMPANY			
			A. NONPROFITS CONSOLIDATED INSURANCE			
			B.			
C.						
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
C O L T R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
	GENERAL LIABILITY	99-5555	10/01/99	10/01/01	GENERAL AGGREGATE PRODUCTS – COMP/OP AGG PERSONAL & ADV INJURY EACH OCCURRENCE FIRE DAMAGE (ANY FIRE) MED EXP.(ANYONE)	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$50,000 \$5,000
	AUTOMOBILE LIABILITY ANY AUTO HIRED AUTOS NON-OWNED AUTOS	99-5555	10/01/99	10/01/01	COMBINED SINGLE LIMIT BODILY INJURY	\$1,000,000
	GARAGE LIABILITY ANY AUTO					
	EXCESS LIABILITY UMBRELLA FORM					
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY					
	OTHER					
	DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS WELFARE-TO-WORK COODINATION UNIT, JOB TRAINING PARTNERSHIP DIVISION IS NAMED ADDITIONAL INSURED PER ATTACHED ENDORSEMENT AS A FUNDING SOURCE.					
CERTIFICATE HOLDER				CANCELLATION		
WELFARE-TO-WORK COODINATION UNIT JOB TRAINING PARTNERSHIP DIVISION P.O. BOX 826880-MIC 69 SACRAMENTO CA 94280-0001				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEROF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED. AUTHORIZED REPRESENTATIVE		

L. WELFARE-TO-WORK COMMUNITY PARTNERSHIP LETTER OF AGREEMENT

(Refer to V.(N) for instructions)

The following agencies have formed a partnership to plan for and implement the services for Welfare-to-Work participants described in the attached proposal. The partnership includes representatives of the following public and private entities:

- Transportation Agency
- Local community-based organizations
- Employment Development Department
- Entities administering local public assistance Welfare-to-Work programs
- County Welfare Agency

The partners request that the _____ act as fiscal agent on behalf of the partnership. We authorize _____ to act as the single point of contact for the partnership.

Signatories below represent the community partners in the attached Welfare-to-Work 15 percent proposal.

Name of Agency

Authorized Representative

Signature

Title

Date

Name of Agency

Authorized Representative

Signature

Title

Date

Name of Agency

Authorized Representative

Signature

Title

Date

M. PRIVATE INDUSTRY COUNCIL REVIEW AND COMMENT

(Refer to Section V.(K) for instructions)

This is to certify that I have reviewed the proposal submitted by:

Applicant Name: _____

The activities proposed are:

- ☐ Consistent with and will be coordinated with the Welfare-to-Work local plan of the Private Industry Council. (Please provide comments below.)
- ☐ Inconsistent with and will not be coordinated with the Welfare-to-Work local plan of the Private Industry Council. (Please provide comments below.)

Typed Name/Title

Signature

Date

Private Industry Council

Comments:

Be sure to include a form for each Private Industry Council in your project area.
Attach additional pages if necessary.

N. COUNTY WELFARE DEPARTMENT REVIEW AND COMMENT

(Refer to V.(L) for instructions)

This is to certify that I have reviewed the proposal submitted by:

Applicant Name: _____

Check those boxes that apply:

- ☐ The activities proposed are *consistent* with and will be coordinated with the local CalWORKs Plan of the County Welfare Department. (Please provide comments below.)
- ☐ The activities proposed are *inconsistent* with and will not be coordinated with the local CalWORKs Plan of the County Welfare Department. (Please provide comments below.)
- ☐ Eligible clients will be referred to the proposed program for the services described in this proposal.
- ☐ The County Welfare Department will provide information regarding client eligibility to the proposed program when requested.

Typed Name/Title

Signature

Date

Name of County

Comments:

Be sure to include a form for each County Welfare Department in your project area.
Attach additional pages if necessary.

INTERNET ADDRESSES

The following websites are being provided to assist in the completion of WtW 15 percent proposals:

Department of Labor

<http://wtw.doleta.gov>

The U.S. Employment and Training Administration's Department of Labor home page.

Department of Labor

<http://www.dol.gov/dol/osbp/public/sbrefa/welfare.htm>

A step-by-step guide for small businesses on hiring Welfare-to-Work employees.

Employment Development Department

<http://www.wedd.cahwnet.gov/emptran.htm>

The Employment Development Department is California's designated employment security agency.

The forms issued for the WtW SFP can be accessed from the Employment and Training Community Page <http://www.wedd.cahwnet.gov/emptran.htm>. They are also available on the WtW community page <http://www.wedd.cahwnet.gov/wtowcom.htm>, under Resource Information Center—Applications. The instructions and forms are available as a single document or as individual forms, which the user can download to their PC to edit and save. You must have Microsoft Word version 97 to access and use the forms.

Department of Social Services

<http://www.dss.cahwnet.gov/wtw/>

California Department of Social Services home page. Contains CalWORKs County Plans and will feature Demonstration Project Reports soon.

Health and Human Services

<http://www.hhs.gov>

A database of welfare and Welfare-to-Work news.

California State Job Training Coordinating Council

<http://www.sjtcc.cahwnet.gov/>

The Governor's advisory body for California's workforce preparation system.

The Welfare Information Network

<http://www.welfareinfo.org>

Information on welfare reform including, policy analysis and technical assistance.

National Alliance of Business

<http://www.nab.com>

Highlights of the proposed bills of Welfare Reform.

The Welfare-to-Work Partnership

<http://www.welfaretowork.org/>

A nonpartisan, nationwide effort designed to encourage and assist private sector businesses with hiring people on public assistance.

Society of Human Resource Management

<http://www.shrm.org>

The leading voice of the human resource profession; representing the interests of more than 85,000 members from around the world.

Goodwill Industries International

<http://www.goodwill.org/about/grad.htm>

Provides welfare recipients with disabilities and other special needs acquire the skills they need to enter the workforce.

NAM Center for Workforce Excellence

<http://www.nam.org/Workforce/about.html>

Helps U.S. companies educate and train their employees - for the jobs of today and the opportunities of tomorrow.

U.S. Small Business Administration

<http://www.sba.gov>

Welfare-to-Work Initiative for small businesses.

Welfare-to-Work: A Practitioners Guide to California's Programs and Services

<http://www.welfaretowork.ca.gov>

A web site developed through a collaborative consortium of fifteen State departments. Simplifies the search for program and service information through the use of keyword classifications as well as direct linkages to the participating Departments.

GLOSSARY OF TERMS

Administrative Costs

That allocable portion of necessary and allowable costs associated with the overall management and administration of the WtW program and which are not directly related to the provision of services to participants. Examples of administrative costs include but are not limited to salaries, wages, capacity building, procurement activities, public relations, monitoring programs, and preparing program plans.

Allowable Activities

The activities allowed under 20 CFR Part 645 Welfare-to-Work Grants; Interim Rule dated November 18, 1997, are: job readiness, job placement, and post-employment services financed through job vouchers or through contracts with public or private providers; community service or work experience programs; job creation through public or private sector employment wage subsidies; on-the-job training; and job retention or support services if such services are not otherwise available; and individual development accounts.

California Department of Social Services (CDSS)

The State entity designated by the Governor to oversee the CalWORKs program.

CalWORKs

California Work Opportunity and Responsibility to Kids Program. The Welfare-to-Work Act of 1997, AB 1542, establishes welfare reform in California. Able adults receiving assistance for themselves and/or for their children will be required to work. The new principle is personal and parental responsibility. Assistance for families with children will be provided when there is a crisis such as the loss of a job, an illness, a divorce, or death of a spouse.

Chief Elected Official (CEO)

(1) The Chief Elected Official of the sole unit of general local government in the service delivery area; (2) The individual or individuals selected by the chief elected officials of all units of general local government in such areas as their authorized representative; or (3) In the case of a service delivery area designated under section 101(a)(4)(A)(iii) of JTPA, the representative of the chief elected official for such area (as defined in section 4(4)(C) of JTPA).

Community Service

Community Service positions can be with public or private non-profit or for profit employers. Participants in community service positions funded through the WtW grant program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer. The activity must comply with the anti-displacement provisions contained in State law.

City with Large Concentration of Poverty

Any county that contains an urban center of more than 50,000 people with a poverty rate of greater than 7.5 percent.

Competitive Grants

Those welfare-to-work funds awarded under a competitive application process in which public and private entities; local governments, and PICs may apply. For purposes of this SFP the definition applies to the Governor's 15 percent WtW grant funds.

County Welfare Department (CWD)

The CWDs are responsible for implementing the CalWORKs program. The CalWORKs program includes welfare-to-work activities, as defined in AB 1542. The CWDs are also responsible for administering the State matching funds for the formula WtW grant program.

Designated Chief Local Elected Official

The designated Chief Local Elected Official of an elected body of a unit of general purpose local government with general taxing authority who accepts fiscal responsibility and liability for grant monies.

Employment Development Department (EDD)

The State agency designated by the Governor to be responsible for the administration of California's formula welfare-to-work grant program.

Entity

"Entity," as defined under CFR 654.210(b)(1) means the agency, group, or organization to which the Governor has distributed any of the WtW funds for long-term recipients of assistance, as described in CFR 654.410(b) and (c).

Formula Grants

Those welfare to work grant funds allotted to each Service Delivery Area by the State based on a formula described in the State welfare-to-work plan.

Individual Development Accounts (IDAs)

The IDAs established by or for an individual that allow the individual to contribute income in order to accumulate funds for the following purposes:

- Post-secondary educational expenses paid directly to an eligible educational institution;
- Qualified acquisition costs for a qualified principal residence; and/or
- Transfer to a business capitalization account.

Contributions of earned income to IDAs may also be made by not-for-profit organizations and state or local government agencies, as described in section 404 (h)(3)(B) of the Social Security Act.

In-Kind

A non-cash contribution that can be given a cash, value. Examples of an in-kind match include donated services, such as volunteer services; services by employees of other organizations; donated supplies; loaned equipment or space; and donated equipment and buildings.

Job Creation

Job creation, in which the WtW client draws a salary and is considered to be an employee, is available through public or private sector employment wage subsidies.

Job Placement

Job placement into subsidized or unsubsidized employment with a public or private employer, through vouchers or contracts with public or private providers. Job Placement includes but is not limited to assessing skills, identifying ranges of occupations available in the local market, and developing jobs.

Job Creation Investment Fund (JCIF)

The AB 1542 established the JCIF grant program and is administered by the Trade and Commerce Agency. The purpose of the JCIF is to allocate funds to counties to be used for job creation activities that will provide employment for CalWORKs recipients who are moving into the work force. Counties are encouraged to link job creation plans and activities with local WtW plans and initiatives.

Job Readiness

Services through vouchers or contracts with public or private providers. These services will provide the recipient with training to learn job seeking and interviewing skills, to understand employer expectations, and learn skills designed to enhance an individual's capacity to move toward self-sufficiency. May include training for WtW participants starting their own business.

Job Retention and Support Services

May include but is not limited to transportation assistance, substance abuse treatment, child-care assistance, emergency or short-term housing assistance, and disability-related services if such services are not otherwise available.

Labor Market Area

As defined by the U.S. Bureau of Labor Statistics, a labor market is "an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance, or can readily change employment without changing residence." Labor market areas are identified in order to standardize and promote

comparability for the collection and use of labor market information in administering various government programs.

Labor Market Information

The body of data available on the particular labor market, including employment and unemployment statistics, occupational statistics, and average hours and earnings data.

Leveraged Resources

Effectively collaborate with non-federally funded partners for the purpose of increasing that applicant's local available resource potential.

Low Reading and Math Skills

Reading or math skills at or below grade level 8.9.

Matching Resources

State and local dollars or in-kind contribution in excess of federal funds spent on WtW grant eligible individuals and activities. Grant project costs that are required for the grant program but are not borne by the federal government.

Minor Child

An individual who has not attained 18 years of age; or has not attained 19 years of age and is a full time student in a secondary school (or in the equivalent level of vocational or technical training).

Maintenance of Effort

Maintenance of effort (MOE) means that under TANF, states are required to maintain a certain level of spending on welfare based on "historic" FY 1994 expenditure levels (Section 409 (a)(7) of the Act).

Non-custodial Parent

A parent of a minor child whose custodial parent is a CalWORKs recipient. For purposes of eligibility for the WtW grant program, the custodial parent must meet the criteria under sections 645.212 and 645.213 of the WtW Grant Program Interim Rule.

One-Stop Career Center

An integrated service delivery site in a local One-Stop Career Center System area that offers all core services, plus customized/intensive services, at or through the Center.

One-Stop Career Center System Partnership

All local agencies, elected officials, organizations, and entities that have agreed to jointly plan, implement, and support a One-Stop Career Center System.

On-the-Job Training (OJT)

The OJT is employment by an employer in the public or private sector. A portion of the wages paid by the employer may be reimbursed to cover the employer's expenses in training the individual.

Participant

An individual who has been determined to be eligible to participate in, and who is receiving services under the Welfare-to-Work grant program. Participation is deemed to commence on the first day following determination of eligibility on which the individual begins receiving services.

Political Subdivision

A unit of general purpose local government, as provided for in State laws and/or Constitution, which has the power to levy taxes and spend funds and which also has general corporate and policy powers.

Poor Work History

Having worked no more than three consecutive months of full-time unsubsidized employment in the last 12 calendar months.

Post-Employment Services

May include but is not limited to basic educational skills training, occupational skills training, English as a second language training, and mentoring, financed through vouchers or contracts with public or private providers.

Private Industry Council (PIC)

A group of individuals appointed by a governing board, a county board of supervisors or a city council to provide policy guidance and exercise oversight with respect to activities under the job training and welfare-to-work grant plans for its SDA in partnership with local government. The PIC is established under Section 102 of the Job Training Partnership Act, and performs the functions authorized at Section 103 of the JTPA.

Regional Project

A project which crosses geo-political boundaries for the purpose of reaching a specific welfare population.

Rural Area

(1) Any county that does not contain an urban center of more than 50,000 people, and where at least 50 percent of the geographical area of the county has a population density of less than 100 persons per square mile; or (2) in counties where there is an urban center, a rural area within the county that constitutes, or is part of, a distinct rural labor market.

Service Delivery Area (SDA)

A geographical area within the State designated by the Governor for which one entity is identified to address employment and training needs, receive funds and coordinate program delivery. The SDA is authorized pursuant to section 101(a)(4) of the JTPA.

Statewide Project

A project which may include urban centers with high poverty rates, multiple county or other projects defined as regional, and may include Metropolitan Statistical Areas, Investment Zones, or Economic Development Zones.

State Plan

An annual plan submitted to the U.S. Department of Labor to comply with Section 645.415 of the Welfare-to-Work Grants Interim Rule.

Substance Abuse Prevention and Treatment (SAPT) Block Grant

Funds provided through the federal Department of Health and Human Services for substance abuse treatment.

TANF

Temporary Assistance for Needy Families. Federal legislation that set up the welfare block grant program enacted in 1996. TANF replaces the welfare programs known as Aid to Families with Dependent Children (AFDC), Job Opportunities and Basic Skills Training Program (JOBS), and the Emergency Assistance (ES) Program.

Technical Assistance

Consultation provided to partnerships to achieve agreed upon goals and objectives by the JTPD of the Employment Development Department.

Welfare-to-Work Grant Program

The program created in the Balanced Budget Act of 1997, to provide transitional assistance, which moves hard-to-employ welfare recipients living in high poverty areas into unsubsidized employment and economic self-sufficiency.

Work Experience

Work experience can be with public or private employers. Participants in work experience positions funded through the WtW grant program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer. The activity must comply with the anti-displacement provisions contained in State law.

Work First

The TANF concept that the primary focus is on placing individuals in employment activities.

**SERVICE DELIVERY AREA
PRIVATE INDUSTRY COUNCIL
Address List**

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Alameda	Ms. Dorothy Chen Alameda County Service Delivery Area 22225 Foothill Boulevard, Suite 4 Hayward, CA 94541-2713 (510) 670-5777 FAX (510) 670-5706 www.alcopic.com http://www.alcopic.com/	Mr. James Smith, Chairman Alameda County Private Industry Council c/o Bank of America 39300 Fremont Boulevard Fremont, CA 94538 (510) 795-2031 FAX (510) 795-2006	All cities within the boundaries of the county of Alameda, excluding the City of Oakland, and all unincorporated areas of the county
Alameda	Ms. Gay Plair Cobb, Chief Executive Officer Oakland Private Industry Council, Inc. 1212 Broadway, Suite 300 Oakland, CA 94612 (510) 768-4411 FAX (510) 839-3766	Ms. Leona Fields, Chair Manager, Resource Scheduling United Airlines 1100 Airport Drive Oakland, CA 94621 (510) 382-8007 FAX (510) 382-8519	City of Oakland
Alpine	Ms. Kim Hemmer, Director Golden Sierra Consortium 11549 F Avenue Auburn, CA 95603 (530) 823-4635 FAX (530) 885-5579 www.goldensierra.com	Mr. Charles J. Novak, Chair Golden Sierra Private Industry Council 11549 F Avenue Auburn, CA 95603	All cities within the boundaries of the counties of Alpine, El Dorado, Nevada, Placer, and Sierra and all unincorporated areas of these counties
Amador	Mr. Woody Smallwood, Director Motherlode Job Training Agency P.O. Box 1176 Sonora, CA 95370 (209) 533-3396 FAX (209) 533-1079 www.jobconnect.org	Mr. Jerry Cambra, Chairman Private Industry Council P.O. Box 1176 Sonora, CA 95370-0292 (209) 533-3396 FAX (209) 533-1079	All cities within the boundaries of the counties of Amador, Calaveras, Mariposa, and Tuolumne and all unincorporated areas of these counties
Butte	Mr. Bill Finley, Executive Director Private Industry Council Employment and Training Office 2185 Baldwin Avenue Oroville, CA 95966 (530) 538-6798 or 7379 FAX (530) 534-6897	Mrs. Molly Williams, President Private Industry Council of Butte County 36 Circle Drive Oroville, CA 95966 (530) 538-6798/7379 FAX (530)-534-6897	All cities within the boundaries of the County of Butte and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Calaveras	Mr. Woody Smallwood, Director Mother Lode Job Training Agency P.O. Box 1176 Sonora, CA 95370 (209) 533-3396 FAX (209) 533-1079 www.jobconnect.org	Mr. Jerry Cambra, Chairman Private Industry Council Mother Lode Consortium P.O. Box 1176 Sonora, CA 95370-0292 (209) 533-3396 FAX (209) 533-1079	All cities within the boundaries of the counties of Amador, Calaveras, Mariposa, and Tuolumne and all unincorporated areas of these counties
Colusa	Mr. Charles Peterson, Executive Director North Central Counties Consortium 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145 FAX (530) 822-7150	Mr. James W. Lambert, Chairman North Central Counties Consortium Private Industry Council 1215 Plumas Street, Suite 1800 Yuba City, CA 95991	All cities with the boundaries of the counties of Colusa, Glenn, Lake, Sutter, and Yuba and all unincorporated areas of these counties
Contra Costa	Mr. Arthur C. Miner, Executive Director Contra Costa County Private Industry Council 2425 Bisso Lane, Suite 100 Concord, CA 94520-4817 (925) 646-5239 FAX (925) 646-5517	Mr. Ronald A. Wetter, Chair Contra Costa Private Industry Council 2425 Bisso Lane, Suite 100 Concord, CA 94520 (925) 646-5239	All cities with the boundaries of the County of Contra Costa, excluding the City of Richmond, and all unincorporated areas of these counties
Contra Costa	Ms. Upesi Mtambuzi, Director Employment and Training City of Richmond 330 25th Street Richmond, CA 94804 (510) 307-8015 FAX (510) 307-8072 www.richmondworks.org	Mr. Peter Terman, Chair City of Richmond Private Industry Council 330 25th Street Richmond, CA 94804 (510) 741-2010 FAX (510) 741-7624	City of Richmond
Del Norte	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities with the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of these counties
El Dorado	Ms. Kim Hemmer, Director Golden Sierra Job Training Agency 11549 F Avenue Auburn, CA 95603 (530) 823-4635 FAX (530) 885-5579 www.goldensierra.com	Mr. Charles J. Novak, Chairperson Golden Sierra Private Industry Council 11549 F Avenue Auburn, CA 95603	All cities with the boundaries of the counties of Alpine, El Dorado, Nevada Placer, and Sierra and all unincorporated areas of these counties

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Fresno	Ms. Cindy Merzon Chief Executive Officer Fresno Workforce Development Board 1999 Tuolumne Street, Suite 700 Fresno, CA 93721 (559) 266-3742 FAX (559) 233-9633	Ms. Ruth Evans, Chairperson Human Resource Solutions 770 E. Shaw, Suite 214 Fresno, CA 93710 (209) 228-6130 (209) 228-6135	All cities with the boundaries of the County of Fresno and all unincorporated areas of these counties
Glenn	Mr. Charles Peterson, Executive Director North Central Counties Consortium 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145 FAX (530) 822-7150	Mr. James W. Lambert, Chairman North Central Counties Consortium Private Industry Council 1215 Plumas Street, Suite 1800 Yuba City, CA 95991	All cities with the boundaries of the counties of Colusa, Glenn, Lake, Sutter, and Yuba and all unincorporated areas of these counties
Humboldt	Mr. Farrel Starr, Director Humboldt County Employment and Training Department 930 Sixth Street Eureka, CA 95501 (707) 441-4631 FAX (707) 445-6228 www.humboldtpic.com	Ms. Andrea Lawrence, Chair Private Industry Council of Humboldt County 930 Sixth Street Eureka, CA 95501 (707) 441-4600 FAX (707) 445-6228	All cities with the boundaries of the County of Humboldt and all unincorporated areas of these counties
Imperial	Mr. Sam Couchman, Director Imperial County Office of Employment and Training 2995 South Fourth Street, Suite 101 El Centro, CA 92243 (760) 337-5007 FAX (760) 337-5005 www.picworks.org	Mr. Ed Chun, Chairman Imperial County Private Industry Council 797 Main Street, Suite A El Centro, CA 92243 (760) 353-5050 FAX (760) 353-6594	All cities with the boundaries of the County of Imperial and all unincorporated areas of these counties
Inyo	Mr. John Nilon Executive Director Kern/Inyo/Mono Consortium Employers' Training Resource 2001 28th Street Bakersfield, CA 93301 (805) 336-6846 FAX (805) 336-6858 www.kerncounty.com/etr	Ms. Laura Whitaker, Chairwoman Private Industry Council c/o Employers' Training Resource 2001 28th Street Bakersfield, CA 93301	All cities with the boundaries of the counties of Kern, Inyo, and Mono and all unincorporated areas of these counties
Kern	Mr. John Nilon Executive Director Kern/Inyo/Mono Consortium Employers' Training Resource 2001 28th Street Bakersfield, CA 93301 (805) 336-6849 FAX (805) 336-6858 www.kerncounty.com/etr	Ms. Laura Whitaker, Chairwoman Private Industry Council c/o Employers' Training Resource 2001 28th Street Bakersfield, CA 93301 (805) 336-6849 FAX (805) 336-6858	All cities with the boundaries of the counties of Kern, Inyo, and Mono and all unincorporated areas of these counties

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Kings	Mr. John S. Lehn, Director Job Training Office Kings County Government Center Hanford, CA 93230 (209) 582-9213 FAX (209) 582-8947	Mr. Henry Solis, Chairman Workforce Development Board Job Training Office Kings County Government Center Hanford, CA 93230 (209) 924-3660	All cities with the boundaries of the County of Kings and all unincorporated areas of these counties
Lake	Mr. Charles Peterson, Executive Director North Central Counties Consortium 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145 FAX (530) 822-7150	Mr. James W. Lambert, Chairman North Central Counties Consortium Private Industry Council 1215 Plumas Street, Suite 1800 Yuba City, CA 95991	All cities with the boundaries of the counties of Colusa, Glenn, Lake, Sutter, and Yuba and all unincorporated areas of these counties
Lassen	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities with the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of these counties
Los Angeles	Ms. Patricia D. Unangst, Administrator C/L/T Private Industry Council 1 Civic Plaza, Suite 500 CARson, CA 90745 (310) 518-8100 FAX (310) 518-8214 www.careerzone.torrcnet.com/	Mr. Bruce Kohl, Chair Carson/ Lomita/Torrance Private Industry Council 1 Civic Plaza, Suite 500 Carson, CA 90745 (310) 764-3165 (310) 518-8214	Cities of Carson, Lomita, and Torrance
Los Angeles	Mr. Phillip Dunn, Executive Director Foothill Employment and Training Consortium 234 East Colorado Boulevard, Suite 205 Pasadena, CA 91101 (626) 744-4219 FAX (818) 796-5766	Mr. Donald Rowe, Chairman Foothill Private Industry Council c/o Loral Electro-Optical Systems 300 N. Halstead Street Pasadena, CA 91107	Cities of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena
Los Angeles	Mr. Ray Worden, Administrator City of Long Beach Business Development Center 200 Pine Avenue, Suite 400 Long Beach, CA 90802 (562) 570-3865 FAX (562) 570-3898	Mr. Marvin R. Haney, Chairman Private Industry Council Department of Community Development City of Long Beach Business Development Center 200 Pine Avenue, Suite 400 Long Beach, CA 90802	City of Long Beach

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Los Angeles	Ms. Susan Cleere-Flores, Director Youth and Employment Services Division City of Los Angeles 215 West 6th Street, 10th Floor Los Angeles, CA 90014 (213) 485-5019 FAX (213) 485-8151	Ms. Deborah Beavers, Administrator Private Industry Council of the City of Los Angeles 215 West 6 th Street, 10 th Floor Los Angeles, CA 90014 (213) 237-0855 FAX (213) 485-8151	City of Los Angeles
Los Angeles	Ms. Stephanie Klopffleisch, Director Los Angeles County Department of Community and Senior Citizens Services 3175 West Sixth Street, Room 302 Los Angeles, CA 90020 (213) 738-2617 FAX (213) 380-8275 www.co.la.ca.us/dcscs	Ms. Helen Romero Shaw, Chair Private Industry Council 3175 West 6th Street Los Angeles, CA 90020 (213) 738-2593 FAX (213) 380-8275	All cities and unincorporated areas of the county excluding the cities of Arcadia, Artesia, Bellflower, Burbank, Carson, Cerritos, Downey, Duarte, El Segundo, Gardena, Glendale, Hawaiian Gardens, Hawthorne, Hermosa Beach, Inglewood, La Canada-Flintridge, Lakewood, Lawndale, Lomita, Long Beach, Los Angeles, Manhattan Beach, Monrovia, Norwalk, Pasadena, Redondo Beach, Sierra Madre, South Pasadena, Torrance
Los Angeles	Mr. Jan Vogel, Administrator South Bay SDA/ City of Inglewood One Manchester Boulevard, Suite 450 Inglewood, CA 90301 (310) 412-5558 FAX (310) 412-4252 www.cityofinglewood.org	Mr. Paul Jackson, Chairperson South Bay Private Industry Council c/o City of Inglewood One Manchester Boulevard, Room 450 Inglewood, CA 90301 (213) 412-5558	Cities of El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, and Redondo Beach
Los Angeles	Dr. Bill R. Plaster, Executive Director Private Industry Council of Southeast Los Angeles County 10900 E. 183rd Street, Suite 350 Cerritos, CA 90703 (562) 402-9336 FAX (562) 860-4701 www.selaco.com	Mr. Art Aguilar, Chairperson Private Industry Council of Southeast Los Angeles, County 10900 E. 183rd Street, Suite 350 Cerritos, CA 90703	Cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Los Angeles	Ms. Madalyn Blake, Director Community Development and Housing Verdugo Private Industry Council 141 North Glendale Avenue, Room 202 Glendale, CA 91206-4996 (818) 548-2053 FAX (818) 548-3724	Mr. Bernard Glossy, Chair c/o City of Glendale Verdugo Private Industry Council c/o Community Development and Housing 141 N. Glendale Ave., Room 202 Glendale, CA 91206 (818) 956-2053	Cities of Burbank, Glendale, and La Canada-Flintridge
Madera	Mr. Herman Perez, Division Administrator Employment and Training Office Madera County Department of Education 114 South "C" Street Madera, CA 93638 (559) 673-7031 FAX (559) 673-1794	Mr. George Rickets, Jr., Chairman Private Industry Council 114 South "C" Street Madera, CA 93638 (209) 673-7031 (209) 673-1794	All cities within the boundaries of the County of Madera and all unincorporated areas of the county
Marin	Mr. Daniel G. Paicopulos, Deputy Director Department of Health and Human Services Employment and Training Programs 2980-A Kerner Boulevard San Rafael, CA 94901 (415) 499-6038 FAX (415) 499-7847	Mr. George Wagner Jr., Chairman Keegan & Coppin Realty 101 Larkspur Landing circle Larkspur, CA 94939 (916) 461-1010 FAX (916) 925-2310	All cities within the boundaries Marin and all unincorporated areas of the county
Mariposa	Mr. Woody Smallwood, Director Mother Lode Job Training Agency 230 South Shepherd Street P.O. Box 1176 Sonora, CA 95370 (209) 533-3396 FAX (209) 533-1079 www.jobconnect.org	Mr. Jerry Cambra, Chairman Private Industry Council Mother Lode Consortium P.O. Box 1176 Sonora, CA 95370-0292	All cities within the boundaries of the counties of Amador, Calaveras, Mariposa, Tuolumne and all unincorporated areas of the county
Mendocino	Mr. Charles R. Hall, Executive Director Mendocino Private Industry Council 630 Kings Court, Suite 204 Ukiah, CA 95482 (707) 468-1196 FAX (707) 468-1498 www.mpic.org	Mr. Chuck Whitlock, Chairman Private Industry Council c/o Coast Rents 18601 Highway 1 Fort Bragg, CA 95437	All cities within the boundaries of the County of Mendocino and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Merced	Ms. Terry S. Tatum, Director Private Industry 1880 W. Wardrobe Ave Merced, CA 95340 (209) 385-7324 ext. 2003 FAX (209) 725-3592 www.co.merced.ca.us/pitd/pitd/home.htm	Mr. Chuck Dean, Chair Merced County Private Industry Council 1880 W. Wardrobe Ave Merced, CA 95340 (209) 826-0522 FAX (209) 826-8319	All cities within the boundaries of the County of Merced and all unincorporated areas of the county
Modoc	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities within the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of the county
Mono	Mr. John Nilon Executive Director Employers' Training Resource 2001 28th Street Bakersfield, CA 93301 (805) 336-6849 FAX (805) 336-6858 www.kerncounty.com/etr	Ms. Laura Whitaker, Chairwoman Private Industry Council c/o Employers' Training Resource 2001 28th Street Bakersfield, CA 93301	All cities within the boundaries of the counties of Kern, Inyo, and Mono and all unincorporated areas of the county
Monterey	Mr. Joseph Werner, Executive Director Office for Employment Training, Monterey County 318 Cayuga Street, Suite 208 P.O. Box 2135 Salinas, CA 93902-2135 (831) 755-5429 FAX (831) 755-3246	Ms. Julia Edgcomb Private Industry Council P.O. Box 2135 Salinas, CA 93902-2135 (408) 757-2777 FAX (408) 663-2665	All cities within the boundaries of the County of Monterey and all unincorporated areas of the county
Napa	Ms. Martha M. Finnegan, Director Napa County Training and Employment Center 2447 Old Sonoma Road Napa, CA 94558 (707) 253-4291 FAX (707) 253-4895 www.gotothehub.com	Mr. Charles Gravett III, Chairman Napa Valley Private Industry Council 2447 Old Sonoma Road Napa, CA 94558 (707) 253-4291 FAX (707) 253-4895	All cities within the boundaries of the County of Napa and all unincorporated areas of the county
Nevada	Ms. Kim Hemmer, Director Golden Sierra Job Training Agency 11549 F Avenue Auburn, CA 95603 (530) 823-4635 FAX (530) 885-5579 www.goldensierra.com	Mr. Charles J. Novak, Chairperson Golden Sierra Private Industry Council 11549 F Avenue Auburn, CA 95603	All cities within the boundaries of the counties of Alpine, El Dorado, Nevada, Placer, and Sierra and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Orange	Mr. Ruben Aceves, Job Training Program Manager City of Anaheim Job Training Program Division 50 South Anaheim Boulevard, Suite 200 Anaheim, CA 92805 (714) 765-4342 FAX (714) 765-4363	Mr. Paul Bostwick, Chair Anaheim Private Industry Council c/o Midway Mobile 1411 South Anaheim Boulevard Anaheim, CA 92805 (714) 774-7012 FAX (714) 774-5970	City of Anaheim
Orange	Mr. Andrew Munoz, Executive Director Orange County Service Delivery Area 1300 South Grand, Building B Santa Ana, CA 92705 (714) 567-7370 FAX (714) 8343-7132	Ms. Ruby Yap, Chair YAP & Little CPA, Inc. 10231 Slater Ave., Suite 112 Fountain Valley, CA 92708 (714) 963-0714 FAX (714) 968-7599	All cities within the boundaries of the County of Orange, excluding the Cities of Anaheim and Santa Ana, and all unincorporated areas of the county
Orange	Ms. Patricia Nunn, Executive Director Santa Ana Work Center City of Santa Ana 1000 E. Santa Ana Boulevard, Suite 200 P.O. Box 1988 (M-76) Santa Ana, CA 92702-1988 (714) 565-2620 FAX (714) 565-2602	Mr. David Hemmingway, Chairperson Private Industry Council of Santa Ana Santa Ana Work Center 1000 East Santa Ana Boulevard., Suite 200 Santa Ana, CA 92701	City of Santa Ana
Placer	Ms. Kim Hemmer, Director Golden Sierra Job Training Agency 11549 F Avenue Auburn, CA 95603 (530) 823-4635 FAX (530) 885-5579 www.goldensierra.com	Mr. Charles J. Novak, Chairperson Golden Sierra Private Industry Council 11549 F Avenue Auburn, CA 95603	All cities within the boundaries of the counties of Alpine, El Dorado, Nevada, Placer, and Sierra and all unincorporated areas of the county
Plumas	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities within the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Riverside	Mr. Jerry Craig, Executive Director County of Riverside Private Industry Council Job Training 1151 Spruce Street Riverside, CA 92705 P.O. Box 553 Riverside, CA 92502-0553 (909) 955-3100 FAX (909) 955-3131	Mr. Thomas L. Freeman, Chair Riverside County Private Industry Council 1151 Spruce Street Riverside, CA 92507 P.O. Box 553 Riverside, CA 92502-0553	All cities within the boundaries of the counties of Riverside and all unincorporated areas of the county
Sacramento	Ms. Kathy Kossick, Executive Director Sacramento Employment and Training Agency 1217 Del Paso Boulevard Sacramento, CA 95815 (916) 263-3810 FAX (916) 263-3825 www.seta.net	Ms. Sophie Scherman, Chairman Private Industry Council of Sacramento, Inc. 1217 Del Paso Boulevard Sacramento, CA 95815 (916) 263-3800 FAX (916) 579-0731	All cities within the boundaries of the County of Sacramento and all unincorporated areas of the county
San Benito	Ms. Kathy Flores, Director San Benito County Private Industry Council Office and Community Action Agency 1131 San Felipe Road P.O. Box 2107 Hollister, CA 95023 (831) 637-9293 FAX (831) 637-0996 www.sbcjobs.org	Mr. David Wright, Chairman San Benito County Private Industry Council 1131 San Felipe Road Hollister, CA 95023 (408) 637-2789 FAX (408) 637-3645	All cities within the boundaries of the County of San Benito and all unincorporated areas of the county
San Bernardino City	Mr. Ernest B. Dowdy, Executive Director San Bernardino Employment and Training Agency 599 North Arrowhead Avenue San Bernardino, CA 92401-1201 (909) 888-7881 FAX (909) 889-7833	Mr. Alton Garrett, Chairperson Private Industry Council c/o San Bernardino Employment & Training Administration 599 North Arrowhead Avenue San Bernardino, CA 92401 (909) 888-7881 FAX (909) 889-7833	City of San Bernardino
San Bernardino County	Mr. Keith Lee, SDA Administrator County of San Bernardino Jobs and Employment Services Department 851 S. Mount Vernon Avenue, Suite 22 Colton, CA 92324 (909) 433-3335 FAX (909) 433-3333	Mr. Skip Skivington, Chairman Private Industry Council County of San Bernardino 851 S. Mount Vernon Avenue, Suite 22 Colton, CA 92324	All cities within the boundaries of the County of San Bernardino, excluding the City of San Bernardino and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
San Diego	Mr. Larry Fitch, Executive Director San Diego Workforce Partnership, Inc. 1551 4th Avenue, Suite 600 San Diego, CA 92101 (619) 238-1445 FAX (619) 238-5159 www.sandiego.workforce.org	Mr. Phil Blair, Chairman Private Industry Council San Diego Consortium and Private Industry Council 1551 Fourth Avenue, Suite 600 San Diego, CA 92101 (619) 238-1445 FAX (619) 238-5159	All cities within the boundaries of the County of San Diego and all unincorporated areas of the county
San Francisco	Ms. Joyce Crum, Acting Dir. Private Industry Council of San Francisco, Inc. 1650 Mission Street, Suite 300 San Francisco, CA 94103-2490 (415) 431-8700 FAX (415) 431-8702	Mr. Craig Martin, Chairman Private Industry Council of San Francisco, Inc. 1650 Mission Street, Suite 300 San Francisco, CA 94103-2490 (415) 431-8700 FAX (415) 431-8702	City and County of San Francisco
San Joaquin	Mr. John Solis, Executive Director Employment and Economic Development Department County of San Joaquin 850 N. Hunter Street Stockton, CA 95202 (209) 468-3500 FAX (209) 462-9063 www.sjcworknet.org	Mr. David Jiminez, Chairman San Joaquin County Private Industry Council 850 N. Hunter Street Stockton, CA 95202 (209) 468-3500	All cities within the boundaries of the County of San Joaquin and all unincorporated areas of the county
San Luis Obispo	Mr. Lee Ferrero, President San Luis Obispo County Private Industry Council 3566 South Higuera Street, Suite 100 San Luis Obispo, CA 93401 (805) 781-2200 FAX (805) 541-4117 www.jobhunt.org	Mr. Dave Cox, Chairman Private Industry Council of San Luis Obispo County, Inc. 3566 South Higuera Street, Suite 100 San Luis Obispo, CA 93401	All cities within the boundaries of the County of San Luis Obispo and all unincorporated areas of the county
San Mateo	Mr. Robert Schwab, Regional Manager Job Training and Economic Development County of San Mateo 262 Harbor Boulevard, Building A Belmont, CA 94002 (650) 802-5171 FAX (650) 802-5173	Ms. Carol Tanzi, Chair Private Industry Council Job Training and Economic Development County of San Mateo 12349 Indian Rockway Los Gatos, CA 95030	All cities within the boundaries of the County of San Mateo and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Santa Barbara	Mr. John Diego, Director Job Training Network of Santa Barbara County 2400 Professional Parkway, Suite 150 Santa Maria, CA 93455-9944 (805) 739-8650 FAX (805) 739-8651 www.jtnwinjobs.org	Mr. Philip Arreguin, Chair Santa Barbara County Private Industry Council c/o Ebbert's Heritage Realty Boardroom Consultants 104 W. Anapamus Street, Suite K-3 Santa Barbara, CA 93101 (805) 882-2530 FAX (805) 822-2534	All cities within the boundaries of the County of Santa Barbara and all unincorporated areas of the county
Santa Clara	Mr. Michael Curran, Director City of Sunnyvale Department of Employment Development 505 W. Olive, Suite 550 Sunnyvale, CA 94086 (408) 730-7248 FAX (408) 730-7643 www.novapic.org	Ms. Carol Y. Godsave, Chairperson NOVA Private Industry Council 505 W. Olive Avenue, Suite 550 Sunnyvale, CA 94086	The Cities of Cupertino, Los Altos, Mountain View, Palo Alto, Santa Clara and Sunnyvale
Santa Clara	Mr. Ravi Ravindran, JTPA Manager County of Santa Clara SDA/SV Private Industry Council 1885 Lundy Avenue, Suite 203 San Jose, CA 95131 (408) 953-1500 FAX (408) 433-9522 www.svpic.com	Mr. Sergio Perez, Chairperson Silicon Valley Private Industry Council 1885 Lundy Avenue, Suite 203 San Jose, CA 95131	All cities within the boundaries of the County, excluding the Cities of Cupertino, Los Altos, Mountain View, Palo Alto, Santa Clara and Sunnyvale, and all unincorporated areas of the county
Santa Cruz	Ms. Kathy Zwart, Acting Dir. CareerWorks Division, Human Resource Agency 1040 Emeline Avenue Santa Cruz, CA 95060 (831) 454-4585 FAX (831) 454-4651	Mr. Frank Siei, Chairperson Santa Cruz Private Industry Council 1040 Emeline Avenue Santa Cruz, CA 95060	All cities within the boundaries of the County of Santa Cruz and all unincorporated areas of the county
Shasta	Mr. Don Peery, Director Shasta County Private Industry Council 1220 Sacramento Street Redding, CA 96001 (530) 245-1507 FAX (530) 246-4254 www.shastapic.com	Mr. Dennis Maderios, Chairman Shasta County Private Industry Council 1220 Sacramento Street Redding, CA 96001	All cities within the boundaries of the County of Shasta and all unincorporated areas of the county
Sierra	Ms. Kim Hemmer, Director Golden Sierra Job Training Agency 11549 F Avenue Auburn, CA 95603 (530) 823-4635 FAX (530) 885-5579 www.goldensierra.com	Mr. Charles J. Novak, Chairperson Golden Sierra Private Industry Council 11549 F Avenue Auburn, CA 95603	All cities within the boundaries of the counties of Alpine, El Dorado, Nevada, Placer, and Sierra and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Siskiyou	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities within the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of the county
Solano	Mr. Robert Bloom, Executive Director Private Industry Council of Solano County 320 Campus Lane Suisun, CA 94585 (707) 864-3370 FAX (707) 864-3386	Mr. Roger Lipman, Chairperson Private Industry Council of Solano County 320 Campus Lane Suisun, CA 94585 (707) 864-3370 FAX (707) 864-3386	All cities within the boundaries of the County of Solano and all unincorporated areas of the county
Sonoma	Mr. Jerald C.D. Dunn, Director Sonoma County Private Industry Council Job Training Office 2245 Challenger Way, #104 Santa Rosa, CA 95407 (707) 565-5550 FAX (707) 565-5655 www.socojoblink.org	Mr. Lee Pierce Tavalite Enterprises of Sonoma 3929 Alta Vista Avenue Santa Rosa, CA 95409 (707) 573-6752 FAX (707) 579-0731	All cities within the boundaries of the County of Sonoma and all unincorporated areas of the county
Stanislaus	Ms. Kris Stadelman, Director Stanislaus County Department of Employment and Training P.O. Box 3389 Modesto, CA 95353-3389 (209) 558-2148 FAX (209) 558-2164 www.stannet.org	Mr. R. Kirk Lindsey, Chairperson Stanislaus County Private Industry Council P.O. Box 581770 251 E. Hackett Road C-2 Modesto, CA 95358-0031	All cities within the boundaries of the County of Stanislaus and all unincorporated areas of the county
Sutter	Mr. Charles Peterson, Executive Director North Central Counties Consortium 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145 FAX (530) 822-7150	Mr. James W. Lambert, Chairman North Central Counties Consortium Private Industry Council 1215 Plumas Street, Suite 1800 Yuba City, CA 95991	All cities within the boundaries of the counties of Colusa, Glenn, Lake, Sutter, and Yuba Counties and all unincorporated areas of the county
Tehama	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities within the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of the county

County	Service Delivery Area	Private Industry Council	Geographic Area Served
Trinity	Mr. Charles Brown, Executive Director NoRTEC Governing Board 7420 Skyway Paradise, CA 95969 (530) 872-9600 FAX (530) 872-5647 www.nortec.org	Ms. Judi Madden, Chair Private Industry Council P.O. Box 269 Quincy, CA 95971 (530) 283-1605 FAX (530) 283-2485	All cities within the boundaries of the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity and all unincorporated areas of the county
Tulare	Mr. Joseph H. Daniel, Administrator Tulare County Private Industry Council Office of JTPA Administration P.O. Box 3146 Visalia, CA 93278-3146 (559) 737-4246 FAX (559) 737-4252	Mr. James Oakley, Chairman Tulare County Private Industry Council 2374 W. Whitendale P.O. Box 3146 Visalia, CA 93278-3146	All cities within the boundaries of the County of Tulare and all unincorporated areas of the county
Tuolumne	Mr. Woody Smallwood, Director Mother Lode Job Training Agency 230 South Shepherd Street P.O. Box 1176 Sonora, CA 95370 (209) 533-3396 FAX (209) 533-1079 www.jobconnect.org	Mr. Jerry M. Cambra, Chairman Private Industry Council Mother Lode Consortium P.O. Box 1176 Sonora, CA 95370-0292 (209) 533-3396 FAX (209) 533-1079	All cities within the boundaries of the counties of Amador, Calaveras, Mariposa, and Tuolumne and all unincorporated areas of the county
Ventura	Mr. Bruce Stenslie, Director County of Ventura Workforce Development Division 505 Polli Street Oxnard, CA 93001 (805) 652-7634 FAX (805) 648-9533	Ms. Phyllis Boynton, Chairperson Boynton & Association 701 Oxford Drive Oxnard, CA 93030 (805) 984-5556	All cities within the boundaries of the County of Ventura and all unincorporated areas of the county
Yolo	Mr. Alex Laiewski, Director Community Partnership Agency 112 West Main Street Woodland, CA 95695 (530) 661-2934 FAX (530) 661-2925 www.communitypartnership.com	Mr. Lee Humes, Attorney Yolo County Private Industry Council c/o Law Office of Lee Humes 177 First Street Woodland, CA 95695 (530) 661-2900 FAX (530) 661-2925	All cities within the boundaries of the County of Yolo and all unincorporated areas of the county
Yuba	Mr. Charles Peterson, Executive Director North Central Counties Consortium 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145 FAX (530) 822-7150	Mr. James W. Lambert, Chairman North Central Counties Consortium 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145 FAX (530) 822-7150	All cities within the boundaries of the counties of Colusa, Glenn, Lake, Sutter, and Yuba Counties and all unincorporated areas of the county

COUNTY WELFARE & SOCIAL SERVICES DIRECTORY

Alameda County Mr. Roger G. Lum, Ph.D., Director Social Services Agency 401 Broadway Oakland, CA 94607 (510) 268-2100	Alpine County Ms. Kathy Kerr, Director Social Services Department 14810 Highway 89 Markleville, CA 96120 (530) 694-2235
Amador County Ms. Tracy Russell, Director Health and Human Services Agency 1003 Broadway Jackson, CA 95642 (209) 223-6550	Butte County Ms. Patricia S. Cragar, Director Department of Social Welfare P. O. Box 1649 Oroville, CA 95965 (530) 538-7572
Calaveras County Ms. Terri Beaudreau, Director Social Welfare Department 891 Mountain Ranch Road San Andreas, CA 95249-9709 (209) 754-6452	Colusa County Ms. Bonnie Marshall, Director Dept. of Health & Human Services 251 E. Webster Street Colusa, CA 95932 (530) 458-0250
Contra Costa County Mr. John Cullen, Director Social Service Department 40 Douglas Drive Martinez, CA 94553 (925) 313-1500	Del Norte County Mr. Stephen D. Brohmer, Director Dept. of Health & Social Services 880 Northcrest Drive Crescent City, CA 95531-2313 (707) 464-3191
El Dorado County Mr. Glenn Helland, Director Department of Social Services 3057 Briw Road Placerville, CA 95667 (530) 642-727-	Fresno County Mr. David Dent, Director Human Services System P. O. Box 1912 Fresno, CA 93750 (209) 488-1888
Glenn County Mr. Kim W. Gagghagen, Director Human Resource Agency P. O. Box 611 Willows, CA 95988 (530) 934-6514	Humboldt County Mr. John Frank, Director Social Services Department 929 Koster Street Eureka, CA 95501 (707) 445-6023
Imperial County Mr. Jim Semmes, Director Department of Social Services 2995 S. Forth Street, #105 El Centro, CA 92243 (760) 337-6884	Inyo County Ms. Susan Holgate, Ph.D., Director Dept. of Health & Human Services Drawer A Independence, CA 93526 (760) 878-9247
Kern County Ms. Kathy Irvine, Interim Director Department of Human Services 100 California Avenue Bakersfield, CA 93302 (805) 631-6000	Kings County Mr. William Gundacker, Director Human Services Agency 1200 South Drive Hanford, CA 93230 (209) 582-3241

Lake County Ms. Carol J. Huchingson, Director Department of Social Services P. O. Box 9000 Lower Lake, CA 95457 (707) 995-4260	Lassen County Mr. Thomas Keeffer, Director Dept. of Health & Human Services P. O. Box 1359 Susanville, CA 96130 (530) 251-8152
Los Angeles County Ms. Lynn W. Bayer, Director Dept. of Public Social Services 12860 Crossroads Parkway South City of Industry, CA 91746 (562) 908-8333	Los Angeles County Mr. Peter Digre, Director Dept. of Children & Family Services 425 Shatto Place Los Angeles, CA 90020 (213) 351-5602
Madera County Mr. Lee Rhyne, Director Department of Human Services 629 E. Yosemite Avenue Madera, CA 93638 (209) 675-7841	Marin County Ms. Jane Chopson, Ph. D., Director Dept. Health and Human Services 20 N. San Pedro Road, Ste. 2028 San Rafael, CA 94903 (415) 499-3696
Mariposa County Mr. Tom Archer, Director Human Services Department P. O. Box 7 Mariposa, CA 95338 (209) 966-3609	Mendocino County Ms. Alison Glassey, Director Social Services Department 747 South State Street Ukiah, CA 95482 (707) 463-7700
Merced County Mr. Grover Omyer, Director Human Services Agency P. O. Box 112 Merced, CA 95341 (209) 385-3000	Modoc County Mr. Richard Belarde, Director Department of Social Services 120 North Main Street Alturas, CA 96101 (530) 233-6501
Mono County Ms. Marilyn Berg, Director Department of Social Services P. O. Box 576 Bridgeport, CA 93517 (760) 932-7291	Monterey County Ms. Marie Glavin, Director Social Services Department 1000 South Main Street, Suite 208 Salinas, CA 93901 (408) 755-4400
Napa County Ms. Terry Longoria, Director Health & Human Services Agency 2261 Elm Street Napa, CA 94559-3721 (707) 253-4279	Nevada County Ms. Phyllis Murdock, Director Public Social Services Dept. P. O. Box 1210 Nevada City, CA 95959 (530) 265-1340
Orange County Mr. Larry Leaman, Director Social Services Agency 888 North Main Street Santa Ana, CA 92701 (714) 541-7700	Placer County Mr. Raymond J. Merz, Director Health & Human Services Dept. 11484 B. Avenue Auburn, CA 95603 (560) 889-7610

Plumas County Mr. Elliott Smart, Director Dept. of Social Services 270 County Hospital Road Quincy, CA 95971 (530) 283-6350	Riverside County Mr. Dennis J. Boyle, Director Dept. of Public Social Services 4060 County Circle Drive Riverside, CA 92503 (909) 358-3000
Sacramento County Cheryl Davis, Director Department of Human Assistance 2433 Marconi Avenue Sacramento, CA 95821-4807 (916) 875-3601	San Benito County Mr. Leland Collins, Director Health and Human Services Agency 1111 San Felipe Road, #206 Hollister, CA 95023 (408) 637-5336
San Bernardino County Mr. John F. Michaelson, Director Dept. Social Services 385 North Arrowhead Avenue, 5 th Floor San Bernardino, CA 9415-5128 (909) 387-5040	San Diego County Mr. Cecil H. Steppe, Director Social Service Department 1255 Imperial Avenue, #864 San Diego, CA 92101-7439 (619) 338-2888
San Francisco City & County Mr. Will Lightbourne, Executive Director Department of Human Services P. O. Box 7988 San Francisco, CA 94120 (415) 557-6541	San Joaquin County Mr. John Vera, Director Human Services Agency P. O. Box 201056 Stockton, CA 95201-3006 (209) 468-1000
San Luis Obispo County Ms. Elizabeth Schneider, Director Social Services Department P. O. Box 8119 San Luis Obispo, CA 93403-8119 (805) 781-1825	San Mateo County Ms. Maureen D. Borland, Director Human Services Agency 400 Harbor Boulevard Belmont, CA 94002 (650) 595-7500
Santa Barbara County Ms. Charlene Chase, Director Social Services Department 234 Camino del Remedio Santa Barbara, CA 93110 (805) 681-4400	Santa Clara County Ms. Yolanda Lenier Rinaldo, Director Social Services Agency 1725 Technology Drive San Jose, CA 95110-1360 (408) 441-5100
Santa Cruz County Ms. Cecilia Espinola, Administrator Human Resource Agency 1000 Emeline Avenue Santa Cruz, CA 95060 (408) 454-4045	Shasta County Mr. Dennis McFall, Director Department of Social Services P. O. Box 496005 Redding, CA 96049-6005 (530) 225-5777
Sierra County Mr. Klaus Ludwig, Director Department of Human Services P. O. Box 1019 Loyalton, CA 96118 (530) 993-6720	Siskiyou County Ms. Sherry L. Huss, Director Human Services Department 818 South Main Street Yreka, CA 96097 (530) 841-2700

Solano County Mr. Donald R. Rowe, Director Health and Social Services Dept. P. O. Box 4090/MS 3-220 Vallejo, CA 94590-9000 (707) 421-6643	Sonoma County Ms. Dianne M. Edwards, Director Human Services Department P. O. Box 1539 Santa Rosa, CA 95402-1539 (707) 527-2715
Stanislaus County Mr. Jeff Jue, Director Department of Social Services P. O. Box 42 Modesto, CA 95353-0042 (209) 558-2500	Sutter County Mr. Edward A. Fischer, Director Welfare & Social Services Division P. O. Box 1535 Yuba City, CA 95992 (530) 822-7230
Tehama County Mr. Del R. Skillman, Director Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 (530) 527-1911	Trinity County Ms. Linda Wright, Director Health and Human Services Dept. P. O. Box 1470 Weaverville, CA 96093-1470 (530) 623-1265
Tulare County Mr. Ronald Probasco, Director Public Social Services Branch P. O. Box 671 Visalia, CA 93291 (209) 737-4660	Tuolumne County Mr. Kent Skellenger, Director Human Services Agency 20075 Cedar Road North Sonora, CA 95370 (209) 533-5711
Ventura County Ms. Barbara Fitzgerald, Director Public Social Services Agency 505 Poli Street Ventura, CA 93001 (805) 652-7602	Yolo County Ms. Meg Sheldon, Director Social Services Department 120 West Main Street Woodland, CA 95695 (530) 661-2750
Yuba County Mr. Mike Noda, Director Department of Social Services P. O. Box 2320 Marysville, CA 95901 (530) 749-6311	

SUMMARY OF WELFARE REFORM PLANS

Plan/Summary	Sign off Entity	Approving/ Certifying Entity
Temporary Assistance for Needy Families (TANF) Funding Plan-Funding targeted specifically to serve TANF recipients. Plan outlines services and instruction needed to serve CalWORKs recipients.	Community Colleges	Chancellor of Community Colleges
CalWORKs Program Plan-Plan to expand and redesign programs to better serve CalWORKs recipients. Funds are allocated for curriculum development and redesign, childcare, work/study, job development/placement, and coordination.	Community Colleges	Chancellor of Community Colleges
TANF Plan-State Plan for receipt of federal funds to implement CalWORKs.	Department of Social Services	Department of Health & Human Services
Welfare-to-Work Formula Grants State Plan-State plan for receipt of formula grant funds to move hard-to-employ TANF recipients into unsubsidized jobs.	Employment Development Department	Department of Labor
County Plans for CalWORKs-Plans describe how the county intends to deliver the full range of activities and services necessary to move CalWORKs recipients from welfare to work.	County Welfare Departments	Department of Social Services
Educational County Plan-A local plan, with specified components, detailing the provision of instructional and job training services to CalWORKs recipients within that County.	County Superintendent of Education, local community college districts, local adult education, CWD, and directors of job training programs	County Welfare Department

Plan/Summary	Sign off Entity	Approving/ Certifying Entity
Educational County Plan-A local plan, with specified components, detailing the provision of instructional and job training services to CalWORKs recipients within that county.	County Superintendent of Education, local community college districts, local adult education, CWD, and directors of job training programs.	County Welfare Department
CalWORKs Joint Funding Plan-Joint application to determine how local funds will be disseminated.	Adult Education and Regional Occupation Centers	Department of Education
Workforce Preparation and Economic Development Plan-An integrated state workforce development plan for service delivery, resource investment, and performance measures.	Health and Welfare Agency	Legislature
Welfare-to-Work Formula Grants Local Plan-Local plan for receipt of formula grant funds to move hard-to-employ TANF recipients into unsubsidized jobs.	PIC Chair, the CEO, and County Board(s) of Supervisors within the SDA	Employment Development Department
Job Creation Plan for CalWORKs Recipients-Strategic plan that outlines job creation activities that will provide employment for recipients of aid.	County Board of Supervisors	Trade and Commerce Agency
Child Care and Development Plan-A local countywide childcare plan designed to mobilize public and private resources to address identified needs.	Local Planning Council consisting of consumers, child care providers, and public agency representatives	Department of Education

GENERAL PROVISIONS

1. Compliance

- a. In performance of this agreement, Subgrantee will fully comply with the provisions of the Welfare-to-Work Program and all regulations, directives, policies, procedures and amendments issued pursuant thereto and/or legislation, regulations, policies, directives, and /or procedures which may replace the Welfare-to-Work Program.
- b. Subgrantee will ensure diligence in managing programs under this agreement including the carrying out of the appropriate monitoring activities and in taking prompt corrective action against known violations of the federal Welfare-to-Work Program regulations.
- c. Subgrantee will comply with the Fair Labor Standards Act (FLSA) in accordance with the guidelines issued by the U.S. Department of Labor (DOL, and the definitions of community service, work experience, and on-the-job training, in accordance with the State Plan for the Welfare-to-Work Program.
- d. This agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise, and any other agreement between the parties hereto. This agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the Subgrantor and the Subgrantee.

2. Certifications - Except as otherwise indicated, the following certifications apply to all Subgrantees.

- a. Corporate Registration - The Subgrantee, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
- b. Sectarian Activities - The Subgrantee certifies that this agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- c. National Labor Relations Board - The Subgrantee, by signing this agreement, does swear under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Subgrantee within the immediately preceding two-year period because of Subgrantee failure to comply with an order of a federal court which orders the Subgrantee to comply with an order of the National Labor Relations Board.
- d. Prior Findings - Subgrantee, by signing this agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous contract or grant with the Department of Labor (DOL) or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.
- e. Debarment and Suspension Certification: - By signing this agreement, the contractor or grantee hereby certifies under penalty of perjury under the laws of the State of California that the contractor or grantee will comply with regulations implementing Executive Order 12549 Debarment and Suspension, 29 C.F.R. Part 98. Section 98.510. This section provides that the prospective participant (i.e., grantee), to the best of its knowledge and belief, that it and its principals):

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction, violation of federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification;
 4. Have not within a three year period preceding this agreement had one or more public transactions (federal, State, or local) terminated for cause of default.
 5. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
- f. Drug-Free Workplace Certification: - By signing this agreement, the contractor or grantee hereby certifies under penalty of perjury under the laws of the State of California that the contractor or grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:
1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8350(a).
 2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - a. the dangers of drug abuse in the workplace;
 - b. the person's or organization's policy of maintaining a drug-free workplace;
 - c. any available counseling, rehabilitation and employee assistance programs; and
 - d. penalties that may be imposed upon employees for drug abuse violations.
 3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed agreement:
 - a. will receive a copy of the company's drug-free policy statement; and
 - b. will agree to abide by the terms of the company's statement as a condition of employment on the subgrant/contract.
- g. Lobbying Restrictions - By signing this agreement the Subgrantee hereby assures and certifies to the lobbying restrictions as set forth in 29 C.F.R. Part 93, that:
1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL (Exhibit 1), "Disclosure Form to Report Lobbying". In accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for contract/grant transactions over \$100,000 (per OMB) at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Failure to comply with these requirements may result in suspension of payments under the subgrant/contract or termination of the subgrant/contract, or both, and the contractor or grantee may be ineligible for award of future state subgrants/contracts if the department determines that any of the following has occurred: (1) false information on the certification, or (2) violation of the terms of the certification by failing to carry out the requirements as noted above.

3. Standards of Conduct - The following standards apply to all Subgrantees.

a. General Assurance -

1. The Subgrantor has consulted and coordinated with the appropriate entities in the substate areas regarding the plan and the design of Welfare-to-Work Program services in the State, and has made available to the public a summary of the Welfare-to-Work Program local plan. The Subgrantor has established a mechanism to exchange information and coordinate the Welfare-to-Work Program operated by the State and Private Industry Councils (PIC) with other programs available that will assist in providing welfare recipients employment.
2. The Subgrantee will take every reasonable course of action in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. The Subgrantee, its executive staff and employees, in administering this agreement, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

b. Employment of Former State Employees - The Subgrantee will ensure that any of its employees who were formerly employed by the State of California in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this agreement, will not be assigned to any part or phase of the activities conducted pursuant to this agreement for a period of not less than two years following the termination of such employment.

c. Conducting Business Involving Relatives - No relative by blood, adoption or marriage of any executive or employee of the Subgrantee, will receive favorable treatment when considered for enrollment in programs provided by, or employment with, the Subgrantee.

d. Conducting Business Involving Close Personal Friends and Associates - Executives and employees of the Subgrantee will be particularly aware of the varying degrees of influence

that can be exerted by personal friends and associates and, in administering the agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates.

When it is in the public interest for the Subgrantee to conduct business with a friend or associate of an executive or employee of the Subgrantee, an elected official in the area or a member of the PIC, a permanent record of the transaction will be retained.

- e. Avoidance of Conflict of Economic Interest - An executive or employee of the Subgrantee, an elected official in the area or a member of a PIC, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the Subgrantee or Subgrantor.

Supplies, materials, equipment or services purchased with agreement funds will be used solely for purposes allowed under this agreement.

No member of the PIC will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

- 4. Coordination - Subgrantee will, to the maximum extent feasible, coordinate all programs and activities supported under this part with Welfare-to-Work Program and other programs under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) as amended by the enactment of the Balanced Budget Act of 1997, and other employment and training programs at the State and local level.

5. Funding -

- a. This agreement is valid and enforceable only if the United States Government for the purpose of this program makes sufficient funds available to the State, and at the funding level provided in this agreement.
- b. Any funds the Subgrantee has not obligated by the end of the fiscal year of this agreement will not be available to the Subgrantee. Any funds obligated by the Subgrantee will have been spent within two years from the date of the Notice of Obligation.
- c. At the expiration of the term of this agreement or upon termination prior to the expiration of this agreement, funds not expended for the purpose of this agreement will be immediately remitted to the Subgrantor, and no longer available to the Subgrantee. Any funds obligated by the Subgrantee will have to be spent within two (2) years from the date the State receives the federal funding.
- d. The State will return to the Secretary of Labor any part of the Welfare-to-Work Program funds that are not expended within two (2) years after the date the funds are so provided. *Statutory Citation: Section 403(a)(5) (C)(vii).*
- e. The Subgrantor imposes a 13% limitation on funds to be used for administrative costs, as provided for in 20 C.F.R. 645.235.
- f. Pursuant to 20 CFR section 645.320(d), the Subgrantor can reduce funds under this Subgrant, if the Subgrantee fails to obligate 100 percent of the funds.
- g. Funds provided under this Act shall not be used to duplicate facilities or service available in the area (with or without reimbursement) from federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the service delivery area's performance goals.

- 6. Property – All property, finished or unfinished documents, data, studies and reports prepared or purchased by the Subgrantee under this agreement, will be disposed of in accordance with the direction of the Subgrantor. In addition, any tools and/or equipment furnished to the Subgrantee by the Subgrantor and/or purchased by the Subgrantee with funds pursuant to

this agreement, will be limited to use within the activities outlined in this agreement and will remain the property of the United States Government and/or the Subgrantor. Upon termination of this agreement, Subgrantee will immediately return such tools and/or equipment with a fair market value over \$5000 to the Subgrantor or dispose of them in accordance with the direction of the Subgrantor.

7. Termination -

- a. Termination for Convenience - Either the Subgrantor or the Subgrantee may request a termination for convenience. The requesting entity will give a ninety (90) calendar-day advance notice in writing to the respondent.
- b. Termination for Cause - The Subgrantor, with a thirty (30) day written notice, may terminate this agreement in whole or in part when it has determined that the Subgrantee has substantially violated a specific provision of the Welfare-to-Work Program statutes or regulations and corrective action has not been taken.

The Subgrantor, with written notice to the Subgrantee, has the option to void this agreement, or amend it to reflect any reduction of funds.

All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the Subgrantee will be addressed to:

Telephone ()

Notices to the Subgrantor will be addressed to:

Employment Development Department
Job Training Partnership Division/ Welfare-to-Work Program Unit
P. O. Box 826880, MIC 69
Sacramento, CA 94280-0001

8. Amendments - This agreement may be modified by the Subgrantor upon written notice to the Subgrantee under the following circumstances:
 - a. There is an increase or decrease in federal or State funding levels.
 - b. A modification to the agreement is required in order to implement an adjustment or modification to the Plan.
 - c. There is a change in State and federal law or regulation requiring a change in the provisions of this agreement.

This agreement may be amended only in writing by the mutual agreement of both parties.

9. Insurance – Except for city and county governmental entities, Subgrantees must provide to the Subgrantor evidence of the coverage specified in a, b, c and d below. The evidence of coverage shall include the registration number of the subgrant agreement for identification purposes.

- a. Subgrantee will obtain a fidelity bond in an amount of not less than _____, prior to the receipt of funds under this agreement. If the bond is canceled or reduced, Subgrantee will immediately so notify the Subgrantor. In the event the bond is canceled or revised, the Subgrantor will make no further disbursements until it is assured that adequate coverage has been obtained.
- b. Subgrantee will provide general liability insurance with a combined limit of \$500,000 or public liability coverage for \$500,000 and property damage coverage for \$100,000. Regardless of the type of coverage secured, a minimum aggregate of \$500,000 for public liability and for property damage is required.
- c. Subgrantee will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the Subgrantee or its agents in performance of this agreement or, in the event that the Subgrantee will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this agreement, Subgrantee will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.
- d. Subgrantee will provide Worker's Compensation Insurance, which complies with provisions of the California Labor Code, covering all employees of the Subgrantee and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the California Labor Code) for Worker's Compensation.
- e. The Subgrantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this agreement, verifying the insurance requirements have been complied with. The coverage noted in b and c above must contain the following clauses:
 1. Insurance coverage will not be canceled or changed unless thirty (30) days prior to the effective date of cancellation or change written notice is sent by the Subgrantee to:

Employment Development Department
JTPD - Financial Management Unit
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

2. State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this agreement are concerned.
3. The State of California is not responsible for payment of premiums or assessments on this policy.

10. Accounting and Cash Management -

- a. Subgrantee will comply with established controls, record keeping and fund accounting procedure requirements as set forth in the Job Training Partnership Act regulations at 20 C.F.R. Part 627.425, and other applicable federal and State regulations and directives, to ensure the proper disbursement of, and accounting for, program funds paid to the Subgrantee and disbursed by the Subgrantee, under this agreement.
- b. Subgrantee will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any sub-contracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in funds being provided through a reimbursement process.

- c. The Subgrantor retains the authority to adjust specific amounts requested if the Subgrantor's records and subsequent verification with the Subgrantee indicates that the Subgrantee has an excessive amount of cash in its account.
- d. Income (including interest income) generated as a result of the receipt of Welfare-to-Work Program activities, will be utilized in accordance with policy and procedures established by the Subgrantor. Subgrantee will account for any such generated income separately.
- e. Subgrantee shall not be required to maintain a separate bank account but shall separately account for Welfare-to-Work Program funds on deposit. All funding under this agreement, will be made by check or wire transfer payable to the Subgrantee for deposit in Subgrantee's bank account. or city and county governmental bank accounts. To provide for the necessary and proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the Subgrantee. The Subgrantor will have a lien upon any balance of Welfare-to-Work Program funds in these account which will take priority over all other liens or claims.

11. Records -

- a. If participants are served under this agreement, the Subgrantee will establish a participant data system as prescribed by the Subgrantor.
- b. Subgrantee will retain all records pertinent to this agreement for a period of three years from the date of final payment of this agreement. If, at the end of three years, there is litigation or an audit involving those records, the Subgrantee will retain the records until the resolution of such litigation or audit.
- c. The Subgrantor and/or the U. S. Department of Labor, or their designee will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this agreement. Subgrantee's performance under the terms and conditions herein specified will be subject to an evaluation by the Subgrantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

12. Reporting – The Subgrantor will issue reporting instructions consistent with the federal regulations governing the Welfare-to-Work Program reporting requirements, and the Subgrantee will compile and submit reports of activities, expenditures, status of cash and close-out information as required by the Subgrantor's instructions.

13. Grievance and Complaint System – Subgrantee will establish and maintain a grievance and complaint procedure in compliance with Welfare-to-Work Program C.F.R 20 Part 645.270, federal regulations, and State statutes, regulations and policy.

14. Conflicts - Subgrantee will cooperate in the resolution of any conflict with the U. S. Department of Labor which may:

- a. occur from the activities funded under this agreement.
- b. In the event of a dispute between the Subgrantor and the Subgrantee over any part of this agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Subgrantor and the Subgrantee. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

15. Confidentiality Requirements -The State of California (State) and the Subgrantee will exchange various kinds of information pursuant to this agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to,

the Employment Development Department, the California Department of Social Services, the California Department of Education, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges, and the Department of Alcohol and Drug Programs. The Subgrantor and Subgrantee agree that:

- a. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
- b. Each party shall provide written instructions all of its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in section 1798.55 of the Civil Code, section 502 of the Penal Code, section 2111 of the Unemployment Insurance Code, section 10850 of the Welfare and Institutions Code and other applicable local, State and federal laws.
- c. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer, remote terminal, or other means.
- d. Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
- e. If the Subgrantor or Subgrantee enters into an agreement with a third party to provide Welfare-to-Work Program services, the Subgrantor or Subgrantee agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor(s), service providers, or employees.
- f. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation. As of this date, the following are those individuals:

<u>For the Subgrantor:</u> Name: Ms. Janet Supriano Title: Program Manager Address: EDD, P.O. Box 826880, MIC 69 Telephone No. (916) 657-3545	<u>For the Subgrantee:</u> Name: Title: Address: Telephone No: Fax No.:
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16. Audits -

- a. This agreement shall be subject to the examination and audit of the State Auditor for a period of three years after final payment.
- b. The Subgrantee will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors.
- c. To address specified areas that differ for subrecipients who are either local government or non-profit entities, The State, when auditing each agreement, will apply OMB Circular A-133 to both governmental entities and non-profit organizations, 29 C.F.R.97 to local government entities, and 29 C.F.R. 95 to non- profit entities.

- d. The Subgrantee and/or auditors performing monitoring or audits of the Subgrantee or its sub-contracting service providers will immediately report to the Subgrantor any incidents of fraud, abuse or other criminal activity in relation to this agreement, the Welfare-to-Work Program statutes or regulations.
 - e. Before any funds are issued under this agreement, the Subgrantee will submit, to the Subgrantor, the findings of the most recent audit of its financial system. The Subgrantee will demonstrate that its financial accounting systems are adequate to satisfy federal and State audit requirements per Federal Register, 20 C.F.R., Section 627.480, Final Rules and Regulations, dated September 2, 1994.
 - f. Before any funds are released under this agreement, the Subgrantee will describe how, if it becomes necessary, the Subgrantee will repay disallowed expenditures with non-federal funds. The Subgrantor will utilize the Job Training Partnership Act audit resolution, debt collection and appeal procedures pursuant to 20 C.F.R. 645.250(a)(2) as means to resolve any such issues.
17. Disallowed Costs – Except to the extent that State legislation permits or will permit the Subgrantor to assume liability, The Subgrantee will be liable for and will repay, to the Subgrantor, any amounts (including, but not limited to disallowed costs) expended under this agreement found not to be in accordance with the provisions of the Welfare-to-Work Program (42 U.S.C. sec.603 (a)) and all regulations (20 CFR Part 645), directives, policies, procedures and amendments issued pursuant thereto and/or legislation, regulations, policies, directives, and/or procedures which may replace the Welfare-to-Work Program. Such repayment shall be from funds (non-federal), other than those received under the Welfare-to-Work Program Subgrant.
18. Local Liability – If the subgrantee is a local government entity or entities, then the unit of general local government, or each unit of general local government that is a member of a consortium, shall be liable to the Subgrantor for all federal Welfare-to-Work Program funds distributed pursuant to this Subgrant that are not expended in accordance with the State law and the federal Welfare-to-Work Program provisions.
19. Indemnification -
- a. The following provision applies only if the Subgrantee is a governmental entity. Pursuant to the provision of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.
 - b. The following provision applies only if the Subgrantee is a non-governmental entity.
The Subgrantee agrees to the extent permitted by law, to indemnify, defend and save harmless the Subgrantor, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Subgrantee in the performance of this agreement.
20. Labor Organizations - Subgrantee will consult with the appropriate labor organizations and/or employer representatives in the design, operation or modification of the programs under this agreement.

21. Nondiscrimination Clause

- a. The conduct of the parties to this agreement will be accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Rules and Regulations promulgated thereunder. In addition:
 1. During the performance of this subgrant/contract, Subgrantee/ Contractor and subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Subgrantees/Contractors and sub-contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee/Contractor and sub-contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990(a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this subgrant/contract. The Subgrantee/Contractor or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
 2. The Subgrantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 USC 12101 et seq.), which prohibits discrimination on the basis of disability, and all applicable federal and State laws and regulations, guidelines, and interpretations issued thereto.
 3. This Subgrantee/Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

22. Subcontracting -

- a. Any of the work or services specified in this agreement which will be performed by other than by the Subgrantee will be evidenced by a written agreement specifying the terms and conditions of such performance.
- b. The Subgrantee will maintain and adhere to an appropriate system, consistent with federal, State and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.
- c. The system for awarding contracts will contain safeguards to insure that the Subgrantee does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

23. Signatures - This agreement is of no force and effect until signed by both of the parties hereto. Subgrantee will not commence performance prior to the beginning of this agreement.

APPEAL PROCESS

Should a proposal be disqualified for not meeting the minimum criteria, an appeal may not be filed if the disqualification is based on receiving the proposal after the exact time and date set for receipt of proposals. The Minimum Requirement consists of those items that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals meeting the Minimum Criteria will be forwarded for evaluation and scoring. Final funding decisions cannot be appealed.

Proposers will have ten (10) working days from the postmark date of the disqualification letter to file an appeal. The appellant must submit the facts in writing. The review will be limited to information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the Request for Proposal and any other pertinent documents.
- A statement of the relief sought.

The proposer must provide a copy of the appeal letter and the supporting documents to the JTPD at the same time the appeal is submitted to the Audit and Evaluation Division of the Employment Development Department's Program Review Branch. The JTPD will have ten (10) working days to respond in writing to the appeal.

If the JTPD does not reverse the disqualification, the appeal will be reviewed by the Audit and Evaluation Division of the Employment Development Department. The Chief of the Audit and Evaluation Division will have thirty (30) working days to issue a final administrative written decision.

The review will be limited to determining whether the proposal met the Minimum Criteria of the Request for Proposal.

The appeal must be in writing and submitted **to each** of the following:

Job Training Partnership Division
Welfare-to-Work Coordination Unit
800 Capitol Mall, MIC 69-1
Sacramento, CA 95814

Employment Development Department
Welfare to /work Grant Program Appeals
Program Review Branch
800 Capitol Mall, MIC 76C
Sacramento, CA 95814